

GRAVENSTEIN UNION SCHOOL DISTRICT  
3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

Board of Education  
Regular Meeting Agenda

DATE: Thursday, February 13, 2020  
TIME: 5:00 PM  
LOCATION: Gravenstein Elementary, Multipurpose Room

Steve Schwartz, President  
Gregory Appling, Clerk  
Alexander Kahn, Trustee  
Jennifer Koelemeijer, Trustee  
Patrick Lei, Trustee

**I. CALL TO ORDER AT 5:00 PM**

**II. ADOPTION AND APPROVAL OF THE AGENDA**  
Approval of the agenda for February 13, 2020 (2 min.)

**III. REPORTS, AND ORAL COMMUNICATIONS**

- A. (p. 1) Gravenstein Principal/Teacher Report (10 min.)
- B. (p. 3) Hillcrest Principal/Teacher Report (10 min.)
- C. Gravenstein Union Teachers' Association (5 min.)
- D. District Site Council (2 min.)
- E. (p. 4) Gravenstein Parent Association, GPA (5 min.)
  - 1. Financial Reports/Minutes
- F. Trustee Reports (5 min.)
- G. Climate Committee (5 min.)
- H. (p. 18) Facilities Report (5 min.)
- I. CBO Report (5 min.)
- J. Superintendent Report/District Correspondence (10 min.)
  - 1. (p. 19) Acceptance of Positive Certification of First Interim Report
  - 2. (p. 21) Annual Standard Reminders from the Sonoma County Office of Education
  - 3. (p. 25) GUSD Publicity Piece
  - 4. (p. 29) Board Election

**IV. PUBLIC COMMENT** (15 min.)

At this time the public may address the Board on any item not listed on the agenda. Presentations are limited to three minutes per person per topic. The Board may not respond to presentations. The public may address the Board on any item listed on the agenda at the time the matter is taken up by the Board.

V. **CONSENT AGENDA** (5 min.)

**ACTION ITEM**

- A. (p.30) Warrants
- B. (p. 36) Payroll
- C. (p. 37) Approval of Year 2 of 3-Year Contract with Stephen Roach  
Accountancy Corporation for Audit Services (\$17,400)
- D. (p. 45) Approval of Kathleen Byrne leave of absence for 40% of assignment,  
reduction to 0.6 FTE beginning February 1, 2020
- E. (p. 46) Approval of annual Memorandum of Understanding with the Sonoma  
County Office of Education for Data Sharing Services

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

VI. **GENERAL ACTION ITEMS**

- A. (p. 61 ) Resolution 200213-01, Redwood Empire Schools' Insurance Group  
(RESIG) Joint Powers Agreement, Bylaws, and Program Documents Update  
(2 min.)

**Situation:** On December 5, 2019, RESIG's Board of Directors updated their Joint Powers Agreement, Bylaws, and Program Documents. In order for these items to be put into operation, member districts are being asked to pass a resolution to indicate formal concurrence.

**Plan:** For the Board to adopt the resolution indicating formal concurrence with the new items.

**Recommended motion:** For the Board to approve Resolution 200213-01.

Action taken/comments

Nomination \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

- 2020 B. (p. 105 ) Consolidated Application for Funding Categorical Aid Programs,  
Winter Submission (5 min.)

**Situation:** The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various federal programs (Title I, II, III, and IV). Annually, each local educational agency (LEA), using the Consolidated Application and Reporting System (CARS), submits the spring release of the ConApp that confirms our application for funds and provides assurances that we will comply with the legal requirements of each program.

**Plan:** For the Board to approve our application for federal program funds and to provide the assurance that we will comply with the legal requirements.

**Recommended motion:** For the Board to approve the ConApp.

Action taken/comments

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**C. (p. 117) Certification of Corrective Action for the 2018-19 Audit. (5 min.)**

**Situation:** During the 2018-19 Audit process, it was discovered that we had recorded invoice payments to the incorrect budget year.

**Plan:** We have corrected the postings and adopted a procedure to prevent future incorrect postings.

**Recommended motion:** For the Board to approve the Certification of Corrective Action.

Action taken/comments

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**D. (p. 119) 2020-2021 School Year Calendar (15 min)**

**Situation:** After consultation with administration and GUTA leadership, a draft of a calendar for the 2020-2021 school year is ready for Board consideration. Submitted along with the draft are a list of basic assumptions that were taken into account during the process.

**Plan:** Creation of a calendar that is very similar to the calendar proposed for the West County Unified School District that also includes Emergency Days as recommended by the California Department of Education and the Sonoma County Office of Education.

**Recommended motion:** For the Board to approve the submitted draft of the 2020-2021 school year calendar.

Action taken/comments

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**E. (Hard copy available at District Office) School Safety Plans (15 min)**

**Situation:** By March 1st of each school year, California *Education Code* Section 32286 requires each school site to review and update its school safety plan, which must be developed and written by a School Site Council (SSC) or its designated Safety Planning Committee in collaboration with teachers, classified staff, parents, and first responders to ensure they are up-to-date and complete. The plans must have policies and procedures addressing critical issues including: disaster preparedness; crisis response; mental and physical health; earthquake emergencies; school learning environment; discipline, suspension, and/or expulsion; hate crime reporting; child abuse reporting; release of a pesticide or toxic substance; and more.

**Plan:** Site administrators have taken the plan from last year, discussed with staff and conducted drills, and has discussed the updated plan with Site Council and gained their approval.

**Recommended motion:** For the Board to approve the School Safety plans for Gravenstein Elementary and Hillcrest Middle.

The Board will be asked to approve

Action taken/comments

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**F. (p. 121) Staff Buy Back Days (15 min)**

**Situation:** To continue the process started in December at the Board Retreat where GUSD Vision and Mission statements were drafted, district administration and certificated staff require work time dedicated to the development of Goals and Activities to achieve the adopted Vision and Mission statements.

**Plan:** Work goal objectives for the days will include the final editing of specific academic, attendance, and behavioral performance goals to be included in the LCAP, an evaluation of the ENRICH! for all program implementation, GATE Program design, and development of a protocol for early identification and intervention plan implementation for students that are: performing below grade academically, chronically absent or habitually truant, and/or experiencing behavioral challenges. The administrative team is requesting \$144,949.25 to fund five voluntary Staff Buy Back Days, three in June and two in August, and to offer free Beyond the Bell services to participating certificated staff.

**Recommended motion:** For the Board to approve administration's request for funding not to exceed \$145,000.00 for five Staff Buy Back Days.



Action taken/comments:

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote \_\_\_\_\_

**G. School Psychologist Recruitment (15 min)**

**Situation:** Due to the requirements of AB 5, we were required to change the status of our School Psychologist from a contractor to an employee. This change has resulted in a substantial difference in total compensation, and as a result, our School Psychologist has submitted his letter of resignation. During a review of the quantity of work done to date this year and accounting for the increase in requested assessments and the amount of Educationally-Related Mental Health Services (ERMS) counseling included in Special Education Student's Individualized Education Plans (IEPs), administration has identified a need for a 0.6FTE School Psychologist.

**Plan:** To recruit, hire and train a school psychologist to become part of the GUSD team who will be placed on a salary schedule with a total position cost, including benefits ranging from \$92,000 to \$104,000 annually, depending on experience. Administration is also investigating the possibility of joining the West County Consortium to contract for a School Psychologist.

**Recommended motion:** For the Board to approve administration's request to hire a 0.6FTE School Psychologist.

Action taken/comments:

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote \_\_\_\_\_

**H. (p. 122 ) Second Reading for Board Policy 3550, Food Service/Child Nutrition Program (5 min.)**

**Situation:** Board Policy 3550, Food Service/Child Nutrition, states that the Board recognizes that adequate, nourishing food is essential to student health, development, and the ability to learn. The policy directs staff to develop strategies to increase students' access to the district's food service programs and to maximize their participation in available programs

**Plan:** The Board conducted a first reading of this policy in January. Staff will use the content of the policy and the administrative regulation to review and evaluate the current Food Service Program.

**Recommended motion:** For the Board to approve Board Policy 3550.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**I. (Copy available at District Office) Adoption of Board Handbook (2 min)**

**Situation:** The Board, with assistance from Dr. Paul Porter, drafted a Board Handbook for GUSD at the Board retreat on December 8, 2019.

**Plan:** The Board has provided edits and additions, as well as drafting short biographical statements for inclusion in the handbook.

**Recommended motion:** For the Board to approve the GUSD Board Handbook.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**J. Recruit a Project Manager to Address Classroom Temperatures (15 min.)**

**Situation:** During August and September of 2019, we had several classrooms temperatures exceed the 80 degree mark, resulting in two Williams Settlement Complaints from staff. Temporary measures were taken to reduce classroom temperatures during these hot days including an early morning protocol of opening windows and then closing windows/curtains/blinds mid-morning and adding portable cooling units to classrooms exposed to the most direct sunlight.

**Plan:** The Facilities Committee is recommending that GUSD consult with a project manager to look at more permanent solutions to address the classroom heat issue that we will face every year from mid-August to mid-September. The result of the Project Manager's work will include a summary of two to three options, consideration of legal mandates/restrictions, cost estimates, and estimated construction time lines.

**Recommended motion:** For the Board to approve the Facilities Committee recommendation to offer a Request For Proposals (RFP) for a project manager.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**K. (p. 131) Notice of Completion – Gravenstein Solar Project**

**Situation:** The Solar Panel Project at Gravenstein Elementary is complete.

**Plan:** With the completion of the scope of work, inspections, and PG&E connections in place, the system is operational. Principal Pugno will be scheduling a celebration ceremony in the near future.

**Recommended motion:** For the Board to approve the Notice of Completion.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**VII. DISCUSSION/INFORMATION ONLY**

**A. (p. 132) Review Board & Staff Committee Descriptions and Membership (5 min.)**

**Situation:** The Board initiated updates and conversation on the list of GUSD committees during the Board retreat on December 8, 2019. Included in the packet is the most recent information related to those discussions.

**Plan:** The Board will review and comment on the current committee list.

**VIII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION**

**IX. ADJOURNMENT TO CLOSED SESSION (15 min.)**

**A. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6**

- 1.0 Student Discipline
- 2.0 Pending litigation
- 3.0 Administrator Performance Updates
- 4.0 Conference with Negotiations team:  
GUTA negotiations update

**X. RECONVENE TO OPEN SESSION (if necessary)**

**XI. ACTION ON ITEMS HEARD IN CLOSED SESSION (if necessary) (5 min.)**

Action taken/comments

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**XII. PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION (if necessary)**

**XIII. FUTURE BOARD MEETINGS**

A. **March 12, 2020 at 5pm**

B. **April 9, 2020 at 5pm**

**XIV. ADJOURNMENT**

ADA Compliance: In compliance with Government Code 54954.2(a), the Gravenstein Union School District, will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. 12132) and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Dave Rose, District Superintendent, Gravenstein Union School District, 3840 Twig Ave., Sebastopol, CA 95472. Telephone (707) 823-7008.





# Gravenstein Elementary School Principal's Report- February 2020

Keri Pugno

## Enrollment Report

	TK	K	1	2	3	4	5	Total
<b>2019-2020</b> on 2-7-20	18	74	80	76	78	83	88	494
2018-2019 on 2-7-19	21	78	75	75	77	82	94	503

## Attendance Report for the past month/January:

Average Attendance for "Month 6" (12/30/19 - 1/24/20): 93.94%

## Mark Your Calendar:

- Thursday, 2/13, Kindness Assembly and School Photo
- Read-a-thon starts March 9!



## Grade Level/Department Reports

- TK/Kindergarten slideshow



## Campus Events/Highlights

- **TK/Kindergarten Open House**
- **100th Day**
  - All of our Kindergarten students celebrated the 100th day of school with a special visit from Zero the Hero!
  - Other grades also celebrated the 100th Day with classroom activities
  - The 5th grade celebrated their 1,000th day of school!



- **Cultural Awareness Committee**
- **Lunar New Year Assembly**



- **Rotary Visit to Present Dictionaries to Third Grade**



- **Spelling Bee**

- Held on Wednesday, 2/12.

**Field Trips**

grade	Field trips already attended this year (Bold events occurred within the last month)
<b>K</b>	Armstrong Woods, in-school Scribbles and Giggles
<b>1</b>	Children's Creativity Museum, <b>Environmental Discovery Center at Spring Lake</b>
<b>2</b>	WasteWater Treatment Plant, <b>Petaluma Wildlife Museum</b>
<b>3</b>	CalSkate STEM activities, Laguna Learning Center, Lawrence Hall of Science, Brookdale Senior Living Center, <b>Lake Sonoma Fish Hatchery</b>
<b>4</b>	Joe Rodota/Julliard Park 14-mile bike ride, Martin Griffin Preserve (for 2 classes only as it was a reschedule from 2018-2019), Marin Museum of American Indians, <b>Sonoma Mission and General Viejo's Home</b>
<b>5</b>	Armstrong Woods, Sugarloaf Hike and Observatory overnight, Life on Barbary Coast (Balclutha ship), Willowcreek Watershed, <b>San Francisco Exploratorium</b>

**Donations**

- Acknowledged at prior GUSD Board meetings: Purple Air, iSonoma, Donors Choose, GPA, and Rotary Club, Donors Choose, and Personal Donations
- Grab N' Grow- granted a donation request (submitted by Kathleen Byrne) for compost and growing soil

**Professional Development**

- English Learner Leadership Conference: Lynn Maritnez and Alex Squires
- PIQE Parent Engagement Workshop: Kathleen Byrne
- LEGO Robotics: Ani Hansen and Megan Gorman
- IEP Facilitation Workshop: Keri Pugno



# HILLCREST Middle School

## GUSD February Board Report

Enrollment- as of 2/6/2020 - ( ) = 18/19 :

6th	7th	8th	Total
113 (69)	81 (92)	86 (87) (-1 since 1/20)	281 (248)

Attendance- December 2019:

Overall Attendance Rate- 94.08%

Grade Level / Department / Student Reports:

September- 6th Grade trip to Alliance Redwoods

October- Yearbook Class Updates

November- Leadership Class Updates

December - Hillcrest Band Program

January- NONE

February- Spring Musical / Maker Lab

Field Trips / Events- January 2020:

7th Grade - Visit to Marin Islamic Cultural Center / Frank Lloyd Wright Marin Civic Center

8th Grade- Visit San Francisco Museum of Modern Art

Solar Panel Commissioning Ceremony

Analy Band, Choir & Ag Science Program presented to Hillcrest Students

Professional Development / Staff Work:

**Lead Learner Professional Development-** Hillcrest Middle School teacher Matthew McDowell traveled to Sydney, Australia from January 21st through the 29th to take part in an educational Professional Development conference. The conference, titled *The Lead Learner- Improving Clarity, Coherence and Capacity for All*, was being presented to the largest school district in Australia. Matthew, who is expecting to complete the requirements for his Administrative Credential this spring, not only took part in the conference but he also met with several Principals and school administrators from Australian schools.



## **GPA Meeting Agenda**

**January 28 2020, 6:00pm Hillcrest STREAM lab**

### ***Mission and Vision Statement:***

*GPA is the non-profit foundation dedicated to supporting and enhancing the ENRICH! Program. GPA does this by providing volunteers, direction and funding for these programs in cooperation with the GUSD school board, administration, teachers and staff.*

### **A. Public Comment on Non Agenda Matters**

### **B. Fundraising Subcommittee**

1. Boots & Bourbon
2. Read A thon
3. Teacher appreciation
4. Green lunchbox fundraiser
5. Coordination of non-GPA sponsored events

### **C. Finance Subcommittee**

1. Financial report review
2. Review contribution levels
3. Update on GSF dissolution & discussion
4. Reserve accounts allocation
5. GPA money handling policy discussion

### **D. Communications Subcommittee**

- 1.

### **E. Secretary's Report**

1. Approval December 2019 minutes
2. Next meeting
  - a. February 25th (or reschedule?)

### **F. Principal's Reports**

### **G. Superintendent's Report**





## **GPA Meeting Minutes**

**December 17, 2019 Hillcrest STREAM lab**

### ***Mission and Vision Statement:***

*GPA is the non-profit foundation dedicated to supporting and enhancing the ENRICH! Program. GPA does this by providing volunteers, direction and funding for these programs in cooperation with the GUSD school board, administration, teachers and staff.*

Meeting called to order 6:09PM

#### **Members Present:**

Megan Kaun (President)

Ben Kaun (Treasurer)

Katie Pahlow (Secretary)

Sarah Tendall

Erin Hillmer

Christine Connolly

Bill Nolan

#### **Members Not Present:**

Amy Gloekner (Vice President)

#### **Faculty Present:**

Dave Rose (Gravenstein District Superintendent)

Will Deeths (Hillcrest Middle School Principal)

Keri Pugno (Gravenstein Elementary Principal)

Guests Present;

### **A. Public Comment on Non Agenda Matters**

None at this time

### **B. Communications Subcommittee**

1. Canva Pro proposal; Erin H. has commented there is a 46% engagement with families on the newsletter that goes out monthly.

2. Erin has stated the committee is working on having the format for a flyer or brochure about the GPA and all it does and what is needed for the program, to hand out at the Kindergarten Open House.
3. Erin would like to propose a motion for an online "Photoshop" for all of the board to have access and use of, to help streamline products for public relations, to all have a uniform design. Sarah Tendall makes the motion to approve, Katie Pahlow seconds the motion, all in favor and motion has passed.
4. Megan Kaun has spoken with Debbie Candau, who is in charge of sending out Monday Messages to the families of the district, and with all the details that are needed, all information regarding GPA needs to be submitted no later than the Thursday evening before the following messages on Mondays. Everything submitted by GPA needs to go through Erin H. first, as Erin is point of contact for Debbie Candau in regards to our submissions for Monday Messages.

### **C. Fundraising Subcommittee**

1. Review of past fundraisers - Christine Connolly has stated, as of this date our Jog A Thon has brought in over \$51,000, Movie Night \$437, Pancake Breakfast \$3230, Skate Night \$828, and See's Candy \$7365.
2. Sees review - Stated, the See's Candy fundraiser went well above and beyond what was projected for sales, and even See's Candy had stated this was their biggest sale by far. There were some slight glitches which would like to see changes implemented for next year; For example, needed is a better system for accounting. Also needed is a larger staff of volunteers to help distribute and account for all orders received and given out and that all total monies were collected..
3. Boots and Bourbon - Stated we now have a Vegetarian option secured for the event; there is a walk through scheduled of the Holy Ghost Hall to determine decorations and set up; We are receiving donations from Vendors as hoped, but would like to make sure members of the board are reaching out to as many as possible; our alcohol has been approved for this adults only event, we may serve bourbon; and our District Band Teacher, Mr. Pulley's Jazz band will be performing.
4. Hillcrest pledge drive - while the GPA strived for as much as possible, it did not go as well as hoped, but we did get more pledges in. GPA is needed to reimburse for 3 homerooms for Donuts at \$60, and pizza for \$70; not to exceed \$150 which was already approved at last month's meeting.
5. The fundraising committee would like thank you cards made for volunteers helping out at our fundraisers, as well as donors for our events. We would like to print 250 cards, using the the rainbow photo done at Gravenstein in 2017, not to exceed \$250. Christine C. motions to approve the amount to spend on the printing of Thank You Cards, Bill Nolan seconds the motion, and all approved, motion has passed.
6. Noted - as we move forward into the new program and upcoming years introducing parents and students into the program, we discussed how more outreach could be possible. Discussed was, having Enrichment highlights at Back to School nights to be

able to show parents what it is our program is responsible for bringing to the school. We would be in need of volunteers for this. Also discussed, was the potential of a "Volunteer Mixer", allowing potential volunteers to hang back after the event, be introduced to GPA and shown what events we design to make the fundraising possible and how they can help, while offering refreshment and mingling.

7. Discussed, was per Jen Colemire via all verbal suggestions, at each fundraising event we have a GPA member present along with any volunteer during any monetary donations being received to keep this strictly by the book and professional, and monies correctly accounted for.

#### **D. Finance Subcommittee**

1. Financial report review - Ben Kaun has provided 2 sheets, a November 2019 vs, a Monthly Estimated breakdown, as well as a Fiscal Year to date in reference to the Annual Budget. Overall the news is good, while our income is higher and our expenses are a bit lower than we had expected at this time. November was higher due to our Jogathon, with \$8500 over our projected estimate, however our expense for the Jogathon was a bit higher due to our tshirt/sweatshirt giveaways and prints. A plan has been put in place for next years giveaways to help save cost. There are also a couple of questions to be reviewed for the bookkeeper in relation to a couple of line items to make sure we are on an equal understanding of where monies are being placed within specific line item areas.
2. Review contribution levels - Bill Nolan has provided his feedback in relation to our stream of donations; there is a downfall in repeating donations, so discussed was our need to increase the exposure of our message that, while not a requirement, there is an expectation of donations in order for our enrichments at Gravenstein district to continue.
3. GSF Dissolution update - GSF has officially been dissolved, and the money can be transferred to GPA, and there is approximately \$90,000 can be transferred to the GPA, less any lawyer fees.
4. Report on incident at Twin Hills Union School District & proposed next steps (<https://www.pressdemocrat.com/news/10460063-181/sebastopol-nonprofit-board-member-investigated?sba=AAS>) per discussion with Dave Rose, it is our goal and mission to stay above reproach; there should be meetings between Finance and Fundraising Committees to be sure the ways monies are handled and taken care of, and to share our finances with the public. Forms of payment we take is very accommodating, i.e. cash, check, venmo, etc..., that maybe we need to find a better way of taking an accounting of the chain of transportation, or custody, of the money. Discussed as well was finding a different solution for an accounting of cash received (possibly Casbo), finding a protocol and following it, as well as making sure the public (meaning our Gravenstein District parents) know it as well. As well, our bookkeepers have access to all our bank accounts, all with separate log ons to account for who is seeing the money, as well as

Megan K, Ben K, and Amy G. of the GPA board have access. There will be a meeting before the next fundraiser in January to discuss these options.

### **E. Secretary's Report**

1. Approval of October 22 minutes - Motion to approve made by Megan K., Ben K seconds the motion, all approve.
2. Approval November 11 minutes - Motion to approve made by Megan K., Ben K seconds the motion, all approve.
3. Next meeting
  - a. January 28th, 6pm, Hillcrest STREAM lab

### **F. Principal's Reports**

Will Deeths - KZST at 7:15 on Wednesday December 18, 2019 will be hosting our very own 7th Grade Hillcrest Student, who has collaborated with Music teacher Spencer Burrows and will be featuring her debut song "Christmas Gift", and interviewing her live, so tune in before school.

### **G. Superintendent's Report**

Dave Rose - The retreat went well, with crafting vision mission statements as to our work in the District and with GPA. We want to support all students to high levels, and the mission statement of continuing to tie in the sustainability of the program so Gravenstein Enrichment programs may flourish.

Megan Kaun motions for the meeting to adjourn.

Ben Kaun seconds the motion.

All in Favor.

Meeting Adjourned 7:49 PM





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## January 28, 2020 - Gravenstein Parent Association (GPA) Money Handling Board Policy

The mission of the Gravenstein Parent Association (GPA) is to support and enhance the ENRICH! Creative Arts Magnet Program by providing volunteers, direction, and funding in cooperation with the Gravenstein Union School District (GUSD). The following outlines organizational procedures to ensure that all donations to GPA are managed safely and responsibly.

### General Procedures

- A budget including all major fundraisers and expenses is prepared and approved annually by the GPA board.
- GPA financial information and reports are presented and discussed monthly at board meetings and may also be made available to members of the community on request.
- All GPA expenditures are authorized by the board prior to spending funds.
- Expenses are reimbursed only with a valid receipt and approval by a member of the executive committee. All receipts are provided to and retained by the GPA bookkeeper (Elephant Ear Systems, Inc.)
- Annual donation reports for all donations made to GPA are provided to donors at the end of the calendar year for tax purposes.

### GPA On-Campus Mailboxes

- GPA mailboxes are only emptied by designated members of the GPA executive committee. Office staff are notified of this designation.
- Pledge donations received are turned into the GPA bookkeeper in a timely manner (by the next business day).
- Order forms and payments received for GPA fundraisers are sealed in a locked box in the Gravenstein front office until the designated members of the fundraising team are ready to tally the orders (see "Fundraising Events" for details on how funds are accounted for.)
- During Jog A Thon and other fundraisers when large amounts of orders are received, the mailboxes are emptied daily.

### Events and Fundraisers:

- For every event or fundraiser, two (2) volunteers responsible for money handling are appointed by the Fundraising Chair. The volunteers must not be related and must not live in the same household.
- At events, all money received is stored in a cash box manned continuously by the two (2) designated volunteers.

- All money received at events or for fundraisers is independently counted by both designated money handling volunteers. All cash and checks are itemized on a designated form and both volunteers sign off on the final total. All cash is put in a sealed envelope with the final total written on the outside. All funds are then turned into a member of the executive committee immediately for prompt (within the next business day) deposit into the GPA bank account.
- The Paypal account can only be used to accept funds by a pre-approved member of the GPA board.

#### GPA bank account signatories

- All checks from the GPA checking account must have at least 2 signatures.
- Signatories on the GPA account must be members of the executive board (president, vice-president, and/or treasurer).
- The secretary is responsible for adding new signatories to the account and for promptly removing signatories when they leave the GPA board/executive committee.
- Signatories are not allowed to be related or live in the same household

#### GPA Checks and Debit Card

- The GPA bookkeeper has sole access to the GPA checkbook but is not allowed to sign checks.
- Two members of the executive committee have access to debit cards connected to the GPA checking account. All transactions are reviewed by the GPA bookkeepers (weekly) and full board (monthly). Receipts for all debit card transactions are provided to the GPA bookkeepers and retained as records.

#### GPA Bookkeeper

- The GPA Bookkeeper monitors the bank accounts weekly to check on deposits/withdrawals and to monitor for fraud. The bookkeeper also reconciles all account statements at the end of the month.
- Bank account transactions are also monitored monthly by members of the executive board.
- All cash provided to the GPA bookkeeper is provided in a sealed envelope with the amount enclosed written on the outside and signatures of the people who counted the money.

# Gravenstein Parent Association Profit & Loss Budget Performance December 2019

Actual Basis

	Dec 19	Budget	\$ Over Budget	Jul - Dec 19	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Parent Donations	26,476.84	20,000.00	6,476.84	134,877.92	110,537.00	24,340.92	208,637.00
Special Fundraising Inc							
AmazonSmile	0.00	50.00	-50.00	115.70	300.00	-184.30	600.00
Book Fair	0.00	0.00	0.00	0.00	0.00	0.00	5,621.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00	0.00	0.00	0.00	13,600.00
Box Tops	0.00	21.00	-21.00	0.00	126.00	-126.00	250.00
Color Run	0.00	0.00	0.00	0.00	0.00	0.00	8,700.00
Escrip	16.79	49.00	-32.21	348.46	294.00	54.46	585.00
Jog a Thon	106.50	0.00	106.50	52,624.25	43,924.00	8,700.25	43,924.00
Movie Night	0.00	0.00	0.00	837.15	319.00	518.15	319.00
Pancake Breakfast	5,828.00	6,200.00	-372.00	5,828.00	6,200.00	-372.00	6,200.00
Parking Space Raffle	0.00	0.00	0.00	0.00	0.00	0.00	750.00
Read-a-Thon	0.00	0.00	0.00	100.00	0.00	100.00	750.00
See's Candy	0.00	0.00	0.00	0.00	0.00	0.00	13,172.00
Skate Night	25,780.75	14,000.00	11,780.75	25,780.75	14,000.00	11,780.75	14,000.00
Spirit Wear	0.00	195.00	-195.00	854.00	100.00	754.00	400.00
Total Special Fundraising Inc	31,731.04	20,515.00	11,216.04	87,678.31	67,183.00	20,495.31	110,457.00
Corporate Matching	1,500.00	233.34	1,266.66	1,500.00	1,400.04	99.96	2,800.00
Interest Income	64.76	83.00	-18.24	90.05	498.00	-407.95	1,000.00
Other Donations	0.00	333.34	-333.34	0.00	2,000.04	-2,000.04	4,600.00
<b>Total Income</b>	<b>59,772.64</b>	<b>41,164.68</b>	<b>18,607.96</b>	<b>224,146.28</b>	<b>181,618.08</b>	<b>42,528.20</b>	<b>326,794.00</b>
<b>Gross Profit</b>	<b>59,772.64</b>	<b>41,164.68</b>	<b>18,607.96</b>	<b>224,146.28</b>	<b>181,618.08</b>	<b>42,528.20</b>	<b>326,794.00</b>
Expense							
General & Admin Expense							
Bank Fees	1,564.55	21.00	1,533.55	4,855.82	126.00	4,729.82	250.00
Bookkeeping	2,839.50	2,000.00	839.50	11,810.83	12,000.00	-189.17	24,000.00
General Liability	0.00	171.00	-171.00	1,004.00	1,026.00	-22.00	2,050.00
Lawyers Fees	0.00	21.00	-21.00	0.00	126.00	-126.00	250.00
Merchant Fees	0.00	125.00	-125.00	0.00	750.00	-750.00	1,500.00
Misc. Expense	0.00	42.00	-42.00	0.00	252.00	-252.00	500.00
Newsletter	0.00	0.00	0.00	0.00	252.00	-252.00	500.00
Office Supplies	0.00	42.00	-42.00	0.00	498.00	-427.32	1,000.00
Postage	0.00	83.00	-83.00	70.88	102.00	7.00	200.00
Printing	0.00	17.00	-17.00	109.00	750.00	-179.04	1,500.00
Tax Return Preparation	0.00	125.00	-125.00	570.86	2,550.00	1,125.00	5,100.00
Taxes	0.00	425.00	-425.00	3,675.00	498.00	-498.00	1,000.00
Website	0.00	63.00	-63.00	0.00	0.00	0.00	37,850.00
<b>Total General &amp; Admin Expense</b>	<b>4,394.05</b>	<b>3,155.00</b>	<b>1,239.05</b>	<b>22,906.29</b>	<b>16,930.00</b>	<b>3,976.29</b>	<b>37,850.00</b>
Independent Contractors							
Art	2,040.00	2,577.00	-537.00	11,560.00	11,595.00	-35.00	24,480.00
Athletics	3,250.00	3,000.00	250.00	14,350.00	13,500.00	850.00	28,500.00
Chorus	2,800.00	3,158.00	-258.00	15,200.00	14,210.00	990.00	30,000.00
Drama	720.00	1,053.00	-333.00	4,800.00	4,735.00	65.00	10,000.00
Science	5,300.00	4,547.00	753.00	19,700.00	20,465.00	-765.00	43,200.00
Independent Contractors - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# Gravenstein Parent Association Profit & Loss Budget Performance December 2019

	Dec 19	Budget	\$ Over Budget:	Jul - Dec 19	YTD Budget	\$ Over Budget	Annual Budget
<b>Total Independent Contractors</b>	14,210.00	14,335.00	-125.00	55,610.00	64,505.00	1,105.00	136,180.00
<b>School Support Expenses</b>							
8th Grade Dinner	0.00	417.00	-417.00	0.00	2,502.00	-2,502.00	5,000.00
Kinder Kick Off Event	0.00	21.00	-21.00	0.00	126.00	-125.00	250.00
Staff Apprecia-Jon Luncheon	0.00	625.00	-625.00	0.00	3,750.00	-3,750.00	7,500.00
Staff Water Delivery-Aihambra	684.61	250.00	434.61	1,102.85	1,500.00	-397.15	3,000.00
Teacher Mini Grants-\$500 Max	0.00	417.00	-417.00	3,037.24	2,502.00	535.24	5,000.00
Teacher Support \$350@48 Teacher	0.00	1,400.00	-1,400.00	0.00	8,400.00	-8,400.00	16,800.00
Teacher/Staff Appreciation Week	0.00	0.00	0.00	0.00	0.00	3.00	7,500.00
<b>Total School Support Expenses</b>	684.61	3,130.00	-2,445.39	4,140.09	18,780.00	-14,639.91	45,050.00
<b>Special Fundraising</b>							
Book Fair Expense	0.00	0.00	0.00	0.00	0.00	0.00	5,523.00
Boots, Beer and Bubbly Expense	0.00	0.00	0.00	4,600.00	0.00	4,600.00	8,600.00
Color Run Expense	0.00	0.00	0.00	0.00	0.00	0.00	860.00
Jog-a-Thon Expense	4,566.80	0.00	4,566.80	5,664.78	3,480.00	2,184.79	3,480.00
Misc Promotional	0.00	0.00	0.00	0.00	65.00	-65.00	65.00
Movie Night Expense	0.00	0.00	0.00	400.00	747.00	-347.00	747.00
Pancake Breakfast Expense	630.66	0.00	630.66	862.72	1,244.00	-391.28	1,244.00
Read a Thon Expense	0.00	0.00	0.00	0.00	0.00	0.00	91.00
See's Candy Expense	18,415.50	6,600.00	11,815.50	18,415.50	6,600.00	11,815.50	6,600.00
State Night Expense	17.62	0.00	17.62	34.61	25.00	9.61	100.00
Spirit Wear Expense	0.00	202.17	-202.17	0.00	1,213.02	-1,213.02	2,426.00
<b>Total Special Fundraising</b>	23,631.58	6,802.17	16,828.41	29,967.62	13,374.02	16,593.60	29,836.00
<b>Total Expense</b>	42,913.24	27,422.17	15,497.07	122,624.00	115,589.02	7,034.98	248,916.00
<b>Net Ordinary Income</b>	16,853.40	13,742.51	3,110.89	101,522.28	66,029.06	35,493.22	77,878.00
<b>Net Income</b>	16,853.40	13,742.51	3,110.89	101,522.28	66,029.06	35,493.22	77,878.00

## Balance Sheet

As of December 31, 2019

	<u>Dec 31, 19</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Exchange Bank Checking	201,989.96
Exchange Bank Savings	256,927.69
Paypal	6,663.32
Venmo	209.00
Total Checking/Savings	<u>465,789.97</u>
Other Current Assets	
Prepaid expenses	1,246.00
Total Other Current Assets	<u>1,246.00</u>
Total Current Assets	<u>467,035.97</u>
<b>TOTAL ASSETS</b>	<u><u>467,035.97</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	17,049.50
Total Accounts Payable	<u>17,049.50</u>
Total Current Liabilities	<u>17,049.50</u>
Total Liabilities	17,049.50
Equity	
GSF Reserve Transfer	95,504.87
32000 - Retained Earnings	252,959.32
Net Income	101,522.28
Total Equity	<u>449,986.47</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>467,035.97</u></u>



**Gravenstein Parent Association**  
**Profit & Loss Actual vs. Budget**  
**December 2019**

	Dec 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Parent Donations	26,476.84	20,000.00	6,476.84	132.4%
<b>Special Fundraising Inc</b>				
AmazonSmile	0.00	50.00	-50.00	0.0%
Book Fair	0.00	0.00	0.00	0.0%
Boots, Beer and Bubbly Event	0.00	0.00	0.00	0.0%
Box Tops	0.00	21.00	-21.00	0.0%
Color Run	0.00	0.00	0.00	0.0%
Escrip	15.79	49.00	-33.21	32.2%
Jog a Thon	106.50	0.00	106.50	100.0%
Movie Night	0.00	0.00	0.00	0.0%
Pancake Breakfast	5,828.00	6,200.00	-372.00	94.0%
Parking Space Raffle	0.00	0.00	0.00	0.0%
Read-a-Thon	0.00	0.00	0.00	0.0%
See's Candy	25,780.75	14,000.00	11,780.75	184.1%
Skate Night	0.00	0.00	0.00	0.0%
Spirit Wear	0.00	195.00	-195.00	0.0%
<b>Total Special Fundraising Inc</b>	<b>31,731.04</b>	<b>20,515.00</b>	<b>11,216.04</b>	<b>154.7%</b>
Corporate Matching	1,500.00	233.34	1,266.66	642.8%
Interest Income	64.76	83.00	-18.24	78.0%
Other Donations	0.00	333.34	-333.34	0.0%
<b>Total Income</b>	<b>59,772.64</b>	<b>41,164.68</b>	<b>18,607.96</b>	<b>145.2%</b>
<b>Gross Profit</b>	<b>59,772.64</b>	<b>41,164.68</b>	<b>18,607.96</b>	<b>145.2%</b>
<b>Expense</b>				
<b>General &amp; Admin Expense</b>				
Bank Fees	1,554.55	21.00	1,533.55	7,402.6%
Bookkeeping	2,839.50	2,000.00	839.50	142.0%
General Liability	0.00	171.00	-171.00	0.0%
Lawyers Fees	0.00	21.00	-21.00	0.0%
Merchant Fees	0.00	125.00	-125.00	0.0%
Misc. Expense	0.00	42.00	-42.00	0.0%
Newsletter	0.00	42.00	-42.00	0.0%
Office Supplies	0.00	83.00	-83.00	0.0%
Postage	0.00	17.00	-17.00	0.0%
Printing	0.00	125.00	-125.00	0.0%
Taxes	0.00	425.00	-425.00	0.0%
Website	0.00	83.00	-83.00	0.0%
<b>Total General &amp; Admin Expense</b>	<b>4,394.05</b>	<b>3,155.00</b>	<b>1,239.05</b>	<b>139.3%</b>
<b>Independent Contractors</b>				
Art	2,040.00	2,577.00	-537.00	79.2%
Athletics	3,250.00	3,000.00	250.00	108.3%
Chorus	2,900.00	3,158.00	-258.00	91.8%
Drama	720.00	1,053.00	-333.00	68.4%
Science	5,300.00	4,547.00	753.00	116.6%
Independent Contractors - Other	0.00	0.00	0.00	0.0%
<b>Total Independent Contractors</b>	<b>14,210.00</b>	<b>14,335.00</b>	<b>-125.00</b>	<b>99.1%</b>
<b>School Support Expenses</b>				
8th Grade Dinner	0.00	417.00	-417.00	0.0%
Kinder Kick Off Event	0.00	21.00	-21.00	0.0%
Staff Appreciation Luncheon	0.00	625.00	-625.00	0.0%
Staff Water Delivery-Alhambra	684.61	250.00	434.61	273.8%
Teacher Mini Grants-\$500 Max	0.00	417.00	-417.00	0.0%
Teacher Support \$360@48 Teacher	0.00	1,400.00	-1,400.00	0.0%
Teacher/Staff Appreciation Week	0.00	0.00	0.00	0.0%
<b>Total School Support Expenses</b>	<b>684.61</b>	<b>3,130.00</b>	<b>-2,445.39</b>	<b>21.9%</b>
<b>Special Fundraising</b>				

**Gravenstein Parent Association**  
**Profit & Loss Actual vs. Budget**  
 December 2019

	Dec 19	Budget	\$ Over Budget	% of Budget
Book Fair Expense	0.00	0.00	0.00	0.0%
Boots, Beer and Bubbly Expense	0.00	0.00	0.00	0.0%
Color Run Expense	0.00	0.00	0.00	0.0%
Jog-a-Thon Expense	4,566.80	0.00	4,566.80	100.0%
Misc Promotional	0.00	0.00	0.00	0.0%
Movie Night Expense	0.00	0.00	0.00	0.0%
Pancake Breakfast Expense	630.66	0.00	630.66	100.0%
Read a Thon Expense	0.00	0.00	0.00	0.0%
See's Candy Expense	18,415.50	6,600.00	11,815.50	279.0%
Skate Night Expense	17.62	0.00	17.62	100.0%
Spirit Wear Expense	0.00	202.17	-202.17	0.0%
<b>Total Special Fundraising</b>	<b>23,630.58</b>	<b>6,802.17</b>	<b>16,828.41</b>	<b>347.4%</b>
<b>Total Expense</b>	<b>42,919.24</b>	<b>27,422.17</b>	<b>15,497.07</b>	<b>156.5%</b>
<b>Net Ordinary Income</b>	<b>16,853.40</b>	<b>13,742.51</b>	<b>3,110.89</b>	<b>122.6%</b>
<b>Net Income</b>	<b>16,853.40</b>	<b>13,742.51</b>	<b>3,110.89</b>	<b>122.6%</b>

**Gravenstein Parent Association**  
**P & L Actual vs. Budget YTD**  
 July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Parent Donations	134,877.92	110,537.00	24,340.92
<b>Special Fundraising Inc</b>			
AmazonSmile	115.70	300.00	-184.30
Book Fair	0.00	0.00	0.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00
Box Tops	0.00	126.00	-126.00
Color Run	0.00	0.00	0.00
Escrip	348.46	294.00	54.46
Jog a Thon	52,624.25	43,924.00	8,700.25
Movie Night	837.15	319.00	518.15
Pancake Breakfast	5,828.00	6,200.00	-372.00
Parking Space Raffle	0.00	750.00	-750.00
Read-a-Thon	100.00	0.00	100.00
See's Candy	25,780.75	14,000.00	11,780.75
Skate Night	854.00	100.00	754.00
Spirit Wear	1,190.00	1,170.00	20.00
<b>Total Special Fundraising Inc</b>	87,678.31	67,183.00	20,495.31
Corporate Matching	1,500.00	1,400.04	99.96
Interest income	90.05	498.00	-407.95
Other Donations	0.00	2,000.04	-2,000.04
<b>Total Income</b>	224,146.28	181,618.08	42,528.20
<b>Gross Profit</b>	224,146.28	181,618.08	42,528.20
<b>Expense</b>			
<b>General &amp; Admin Expense</b>			
Bank Fees	4,855.82	126.00	4,729.82
Bookkeeping	11,810.83	12,000.00	-189.17
General Liability	1,004.00	1,026.00	-22.00
Lawyers Fees	0.00	126.00	-126.00
Merchant Fees	0.00	750.00	-750.00
Misc. Expense	0.00	252.00	-252.00
Newsletter	0.00	252.00	-252.00
Office Supplies	70.68	498.00	-427.32
Postage	109.00	102.00	7.00
Printing	570.96	750.00	-179.04
Tax Return Preparation	810.00		
Taxes	3,675.00	2,550.00	1,125.00
Website	0.00	498.00	-498.00
<b>Total General &amp; Admin Expense</b>	22,906.29	18,930.00	3,976.29
<b>Independent Contractors</b>			
Art	11,560.00	11,595.00	-35.00
Athletics	14,350.00	13,500.00	850.00
Chorus	15,200.00	14,210.00	990.00
Drama	4,800.00	4,735.00	65.00
Science	19,700.00	20,465.00	-765.00
Independent Contractors - Other	0.00	0.00	0.00
<b>Total Independent Contractors</b>	65,610.00	64,505.00	1,105.00
<b>School Support Expenses</b>			
8th Grade Dinner	0.00	2,502.00	-2,502.00
Kindor Kiok Off Event	0.00	126.00	-126.00
Staff Appreciation Luncheon	0.00	3,750.00	-3,750.00
Staff Water Delivery-Alhambra	1,102.85	1,500.00	-397.15
Teacher Mini Grants-\$500 Max	3,037.24	2,502.00	535.24
Teacher Support \$350@48 Teacher	0.00	8,400.00	-8,400.00
Teacher/Staff Appreciation Week	0.00	0.00	0.00
<b>Total School Support Expenses</b>	4,140.09	18,780.00	-14,639.91

**Gravenstein Parent Association**  
**P & L Actual vs. Budget YTD**  
 July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget
<b>Special Fundraising</b>			
Book Fair Expense	0.00	0.00	0.00
Boots, Beer and Bubbly Expense	4,600.00	0.00	4,600.00
Color Run Expense	0.00	0.00	0.00
Jog-a-Thon Expense	5,664.79	3,480.00	2,184.79
Misc Promotional	0.00	65.00	-65.00
Movie Night Expense	400.00	747.00	-347.00
Pancake Breakfast Expense	852.72	1,244.00	-391.28
Read a Thon Expense	0.00	0.00	0.00
See's Candy Expense	18,415.50	6,600.00	11,815.50
Skate Night Expense	34.61	25.00	9.61
Spirit Wear Expense	0.00	1,213.02	-1,213.02
<b>Total Special Fundraising</b>	<u>29,967.62</u>	<u>13,374.02</u>	<u>16,593.60</u>
<b>Total Expense</b>	<u>122,624.00</u>	<u>115,589.02</u>	<u>7,034.98</u>
<b>Net Ordinary Income</b>	<u>101,522.28</u>	<u>66,029.06</u>	<u>35,493.22</u>
<b>Net Income</b>	<u><u>101,522.28</u></u>	<u><u>66,029.06</u></u>	<u><u>35,493.22</u></u>

### **Gravenstein**

**Gravenstein Solar:** Gravenstein Solar has gained approval to operate and we are now up and utilizing solar at both sites. Sunworks will be doing an O&M training on site to go over both systems.

### **Hillcrest**

**Hillcrest Roofing:** We are looking at replacing our roof system at buildings A and B (classrooms 1-12) at Hillcrest since they are at the tail end of their product life cycles. In conjunction with this we are looking at making the classrooms cooler and better insulated. One of the avenues that we are looking at is looking at implementing a cool roof system that will work to reflect the sun rays and therefore have greater reduction in heat transfer through the ceiling. Additionally, we are going to be possibly adding insulation in ceiling bays as well for better energy efficiency and comfort.

In order to accomplish these goals of a better roofing system that will help with energy efficiency and comfort overall and moving forward in the planning and construction process, we are going to be seeking a construction management firm to help us as a district assist with updating our master plan to help guide us with a needs assessment and vetting other possible projects. Additionally, they will be a vital part of architect selection, cost estimating, construction feasibility to best help us plan a project that will check the boxes of overall oversight of being cost effective in construction, ensuring we are going through all the correct steps to qualify for all available funding, and following all proper legal steps to be in compliance with public building construction. The construction management firm will help best organize and guide our needs and wants and visions as we continue to work to improve the campus.

Because, we are under DSA jurisdiction, we will be needing an architect to submit plans to be reviewed for construction and design oversight, and to be an approved project.



January 8, 2020

David Rose, Superintendent  
Gravenstein Union School District  
3840 Twig Avenue  
Sebastopol, CA 95472

Dear Mr. Rose,

In accordance with Education Code Section 42131, a review of Gravenstein School District's (District) First Interim Report for fiscal year 2019-20 has been completed by the Sonoma County Office of Education (County). The District self-certified its 2019-20 First Interim Report as Positive. After a review of the financial data, the County has accepted the report as **Positive**. This letter addresses various concerns of the County as well as standard reminders.

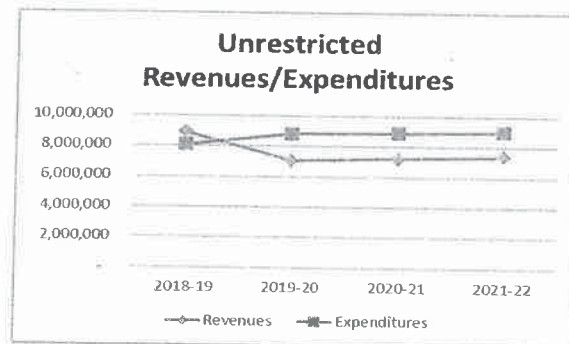
**State Budget**

The 2019-20 enacted State Budget provides approximately \$3.566 billion in additional funds for LCFF; funding the statutory 3.26% COLA. However, one-time discretionary funding in 2019-20 has been eliminated for the first time in over five years. A Special Education Early Intervention Preschool Grant was included in June, and is considered unrestricted one-time funding until legislative action is taken. As always, with the volatility of State revenue, future STRS and PERS contribution rates, and economic risks on the horizon, it is important to embrace best business practice and budget to live within your means.

Since the State Budget adoption, the Legislative Analyst's Office has published a Fiscal Outlook that changes the COLA for 2020-21 from 3% to 1.79%. Governor Gavin Newsom will release his State Budget Proposal on January 10, 2020, which will confirm COLA estimates for the current and following years, as well as the many other factors that will change.

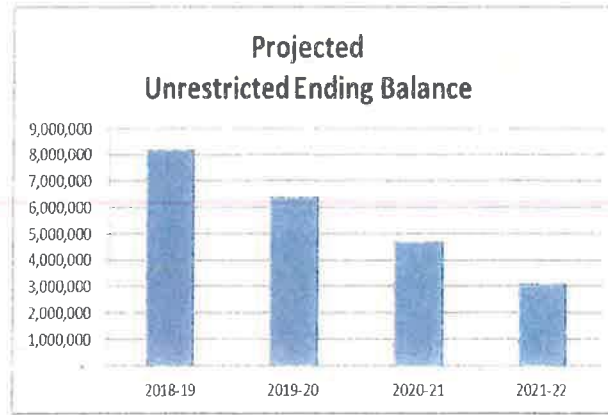
**First Interim and Multi-Year Projection (MYP)**

The District's First Interim Report MYP, which includes its conversion charters, projects unrestricted deficit spending of -\$1,777,806 in 2019-20, -\$1,697,901 in 2020-21, and -\$1,624,279 in 2021-22. The graph below depicts the gap between projected revenue and expenditures:



Steven D. Herrington, Ph.D. ■ Superintendent of Schools  
Board of Education ■ Gina Cuclis, Herman G. Hernandez, Peter Kostas, Andrew Leonard, Lisa Witke Schaffner

The State minimum reserve for economic uncertainty of 4% is met in in all three years. The District is currently projecting that the unrestricted ending fund balance as shown below:



### Collective Bargaining

Based upon the Criteria and Standards, negotiations with all units in the 2019-20 fiscal year are settled. Because these costs make up the largest portion of the district's budget, any salary and/or benefit increase could adversely impact the fiscal condition of the district. We caution the district to ensure that the costs of any proposed agreement be supported by ongoing revenues to avoid creating or exacerbating structural deficits. Before the district takes any future action on a proposed collective bargaining agreement, Government Code Section 3547.5 requires the district to certify financial projections reflecting the impact of any salary negotiations on the current or two subsequent years.

### Summary

Our Office appreciates the preparation and timely submittal of your 2019-20 First Interim Budget report. A technical review will be communicated to the business office. The Second Interim Report is due to our office no later than March 15, 2020. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,

Shelley Stiles

Director, External Fiscal Services

cc:

Wanda Holden, District CBO

Dr. Steven D. Herrington, County Superintendent of Schools

Mary Downey, Deputy Superintendent Business, SCOE

Linda Daugherty, District Fiscal Management Advisor, SCOE

## 2019-20 Annual Standard Reminders ~ All Districts

### Adopting LCAP Revisions during the period the LCAP is in effect

EC sections 52062(c) and 52068(c) allow districts to adopt revisions to an LCAP during the period the LCAP is in effect if they follow the same process for adopting the LCAP. EC sections 52070 and 52070.5 specify that no later than five days after the adoption of an LCAP or annual update to an LCAP, the plan must be filed with the COE. While timelines identified in these sections are reflective of an annual process, statute does provide a process for a revised LCAP to be approved by the appropriate entity.

### Collective Bargaining Disclosure

SCOE Business requests copies of collective bargaining disclosures 10 days prior to board approval. If any collective bargaining settlements are reached during the current year all districts are being reminded of the public disclosure obligation. An important AB 1200 reporting requirement is the statute for tentative collective bargaining agreements to meet the requirements of Government Code Section 3547.5 and Education Code Sections 42131 and 42142, both of which outline the District's responsibilities for public disclosure and budget revisions for collective bargaining agreements. A three-year analysis must be completed to determine the impact of negotiations in future years. The superintendent and chief business officer must certify that the District can meet the costs incurred under the agreement. The governing board must take formal board action to approve the proposed agreement. Please note that within 45 days of the settlement, the District must send to SCOE any revisions to the District's current budget necessary to fulfill the terms of the agreement.

### Submission of Studies, Reports, Evaluations and/or Audits

Education Code Sections 42127 and 42127.6 require districts to submit to the County Office any studies, reports, evaluations, or audits done of the district that contain evidence that the district is showing fiscal distress. They also require the County Office to incorporate that information into the analysis of budgets, interim reports, and the District's overall financial condition.

We request that the District submit to this office any such documents commissioned by the District (e.g. reports done by Fiscal Crisis and Management Assistance Team), or by the State Superintendent of Public Instruction and/or a state control agency any time they are received by your District.

### SB740

Please note that a SB740 funding determination may be required when a charter school offers instructional time in a non-classroom based setting. Charter schools that do not submit a request by the due date may not receive a funding determination, and could have their State apportionment associated with its non-classroom based ADA reduced to zero. SB740 regulations, instructions and form can be found at:

<https://www.cde.ca.gov/sp/ch/nclrbifunddet.asp>

## Requirements for Debt Management Policy and Practices

Effective January 1, 2017, (per Senate Bill (SB) 1029, Hertzberg) issuers must certify on the *Report of Proposed Debt Issuance* (<http://www.treasurer.ca.gov/cdiac/reporting.asp>) that they have:

- ☒ Adopted local debt policies concerning the use of debt; and
- ☒ The proposed debt issuance is consistent with those policies.

The issuer's **local debt policies** *must* include (A) through (E), below:

- A. The purposes for which the debt proceeds may be used.
- B. The types of debt that may be issued.
- C. The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.
- D. Policy goals related to the issuer's planning goals and objectives.
- E. The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

FCMAT has prepared a Fiscal Alert which provides a **sample Debt Management Policy** which is located at <http://fcmat.org/fcmat-fiscal-and-legal-alerts/>.

SB 1029 contains a declaration that state and local agencies should adopt comprehensive written debt management policies pursuant to the recommendation of the Government Finance Officers Association (GFOA). The GFOA is a national association of government finance professionals with a shared mission to promote excellence in state and local government financial management. The GFOA provides **best practices** and a link to the *Debt Issuance Checklist: Considerations When Issuing Bonds* at <http://www.gfoa.org/debt-management-policy> (bottom of the webpage).

California Debt and Investment Advisory Commission's (CDIAC) website contains the necessary reporting forms and fees which can be found at the website <http://www.treasurer.ca.gov/cdiac/reporting.asp>. CDIAC's guidance regarding SB1029 is located at <http://www.treasurer.ca.gov/cdiac/> by clicking on "Guidance on 1029 Implementation with SB1029" on the left side of the webpage. Some of its guidance is noted below:

**Government Code 8855(i)** requires any issuer of public debt to provide a *Report of Proposed Debt Issuance* to the California Debt Investment and Advisory Commission *no later than 30 days before the sale* of such debt.

**Government Code section 8855(k)** ~ Effective January 1, 2017, state and local issuers are required to submit an **annual debt transparency report** for any issue of debt for which they have submitted a *Report of Final Sale* during the reporting period. The annual debt transparency report is due to CDIAC within seven (7) months of the close of the reporting period, defined as July 1st to June 30th. This provision makes January 31st the effective deadline for submittal of the annual debt transparency report. Debt issued between January 1, 2017 and June 30, 2017, and reported to CDIAC on or after January 21, 2017 will be required to submit an annual debt transparency report no later than January 31, 2018.

Minimum annual debt transparency report information and additional requirements/stipulations apply. Please see the Guidance from CDIAC for more detailed information.

### Reporting Requirements for Proposed Debt Issuances

AB 2274 amended Government Code Section 8855 and is effective January 1, 2015. It requires LEAs to notify the California Debt Investment Advisory Commission (CDIAC) of *any proposed debt issuance*, which would include refinancing and other secondary issuances. In addition, the bill established reporting timeframes. No later than 30 days *prior to the sale* of any debt issue, the issuer shall submit a report of the proposed issuance to CDIAC. Not later than 21 days *after the sale* of the debt, the issuer shall submit a report of final sale to CDIAC. Instructions to all of the requirements that CDIAC needs depending on the type of debt transaction and applicable reporting forms are available at: <http://www.treasurer.ca.gov/cdiac/reporting.asp>

AB 2551 enhances transparency requirements for local bond elections, including Proposition 39 (2000) and two-thirds vote general obligation bonds. The bill requires LEAs attempting to pass local bonds to *submit to their local elections office* the total estimated debt service, including principal and interest, if all bonds are issued, as part of the Tax Rate Statement required pursuant to Elections Code Sections 9400-9401. The aforementioned reporting requirements are applicable to any issuance of debt after AB 2274 adds reporting requirements to debt from bonds already approved by voters. It requires agencies to notify CDIAC of *any proposed debt issuance*, which would include refinancing and other secondary issuances. The provisions of AB 2551 will be required for any local bond elections after January 1, 2015.

### Reporting Requirements for Non-Voter-Approved Debt

Education Code Section 17150 requires school districts to notify the County Superintendent of Schools and County Auditor at least 30 days prior to the governing boards' approval of the issuance of certificates of participation (COPs) or other non-voter-approved debt secured by real property such as: Lease purchases (LP) secured by real property; Qualified Zone Academy Bonds (QZABs) secured by real property; Revenue bonds; Energy Loans or Bond Anticipation Notes (BANs). Under the new law, the district must provide repayment schedules, evidence of the ability to repay, and costs of issuance as well as information necessary to assess the anticipated effect of the debt issuance. Within 15 days of the receipt of the information, the County Superintendent of Schools and the County Auditor are authorized to comment publicly regarding the district's capacity to repay the debt obligation, based on the information provided.



## *Additional Standard Reminders for School Districts with Qualified or Negative Certifications*

### *Debt Issuance*

The statutory requirements for debt issuance for school districts with qualified or negative interim report certifications are specifically addressed by E.C. Section 42133(a), and read as follows:

**"A school district that has a qualified or negative certification in any fiscal year may not issue, in that fiscal year or in the next succeeding fiscal year, certificates of participation, tax anticipation notes, revenue bonds, or any other debt instruments that do not require the approval of the voters of the district, nor may the district cause an information report regarding the debt instrument to be submitted pursuant to subdivision (e) of Section 149 of Title 26 of the United States Code, unless the county superintendent of schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. A school district is deemed to have a qualified or negative certification for purposes of this subdivision if, pursuant to this article, it files that certification or the county superintendent of schools classifies the certification of that fiscal year to be qualified or negative."**

E.C. Section 15140 (b) notes that a district that has received a qualified or negative certification in its most recent interim report, may not issue and sell bonds on its own behalf pursuant to this chapter without further action of the board of supervisors or officers of that county or of any other county in which a portion of the school district or community college district is located.

### *Collective Bargaining*

Government Code Section 3540.2 provides added oversight related to the collective bargaining process. Any school district with a Qualified or Negative certification under Education Code Section 42131 **shall allow the county office of education at least ten working days to review and comment on any proposed agreement made between the exclusive representative and the public school employer, or designated representative, before it is ratified.** The school district shall provide the county office with all information relevant to yield an understanding of financial impact of that agreement. The county superintendent shall notify the school district, county board of education, district superintendent, governing board of the school district, and each parent and teacher organization of the district within those 10 days if, in his or her opinion, the agreement would endanger the fiscal well-being of the school district.

Per Government Code 3540.2(d), a school district shall, upon request, provide the county superintendent of schools with all information relevant to provide an understanding of the financial impact of any final collective bargaining agreement reached.



# GRAVENSTEIN UNION SCHOOL DISTRICT

**Dave Rose, Superintendent**  
 3840 Twig Avenue  
 Sebastopol, CA 95472  
 707-823-7008  
 Email: [drose@grav.k12.ca.us](mailto:drose@grav.k12.ca.us)

**Board of Trustees**  
 Steve Schwartz, Board President  
 Gregory Appling, Board Clerk  
 Alexander Kahn, Member  
 Jennifer Koelemeijer, Member  
 Patrick Lei, Member

Welcome to GUSD!!!

I want to take a moment to thank you for enrolling your student or students in the Gravenstein Union School District(GUSD). If you are still shopping for a school for your family, I hope your search ends here; you have found a very unique, high performing, and engaging school district.

The GUSD Board has adopted the following Vision Statement to guide our work:

*By providing a rigorous and engaging education, GUSD will prepare all students academically and socially-emotionally for excellence in secondary education and beyond.*

Our students routinely post the top standardized test scores in Sonoma County. There are many reasons for this, but the two keys to our success are our talented and dedicated teachers and our level of parent engagement.

## 2018/19 Standardized Test Scores - California Assessment of Student Performance and Progress (CAASPP)

	<b>English/Language Arts</b> Percent of Students at or Above Grade Level	<b>Mathematics</b> Percent of Students at or Above Grade Level
<b>Gravenstein Union School District</b>	<b>74%</b>	<b>66%</b>
Sonoma County	50%	38%
California	51%	40%

Why do families choose us and why are we able to recruit and retain top notch teaching talent? The answer is the **ENRICH!** Program. In addition to the basic school experience provided by districts throughout the state, the GUSD **ENRICH!** Program has some incredible "extras" for students as well as some structural advantages that enhance and improve student performance. The **ENRICH!** Program is made possible by the fund raising efforts of our parent organization, the **Gravenstein Parents Association (GPA)** and the ongoing donations of our families.

**Expanded Instruction:** In addition to our incredible classroom teachers, we have a team of specialist instructors that provide additional stimulating and engaging experiences. Embedded in every student's schedule 6-8 times per week, our ENRICH! specialists provide instruction in the following areas: music (band and chorus), art, STEM (for TK-5, **Science, Technology, Engineering, Mathematics**) and STREAM (for 6-8, **Science, Technology, Reading and wRiting, Engineering, the Arts, Mathematics**), Spanish, drama, coding, physical education, maker, video production, and creative writing.

**Field Trips:** Our students enjoy academically themed trips to a variety of locations including (grade):

Barbary Coast (5)	Audubon Canyon Ranch (Martin Griffin Reserve, (4)
Children's Creativity Museum (1)	Lawrence Hall of Science (3)
Sonoma County Watershed (5)	Marin Museum of the American Indian (4)
Lake Sonoma Fish Hatchery (1)	Environmental Discovery Center (Spring Lake, 1)
Sonoma Mission/General Vallejo's Home (4)	Petaluma Wildlife Museum (2)
Petaluma Adobe (4)	Guide Dogs Center (San Rafael, 2)
Oakland Zoo (3)	Rohnert Park Gymnastics (K)
Outdoor Education (4)	Yosemite National Park (8)
Luther Burbank Center for the Arts (6&7)	Westminster Woods (6)
California Academy of Science(6)	Coast Miwok Village at Point Reyes (5)
Petaluma Landfill (2)	Sonoma County Airport (4)
Renaissance Faire (8)	Fort Ross Pacific Environmental Education Center (4)
Shakespeare Festival (Ashland, Oregon, 7)	Gold Country (4)
Armstrong Woods (K, 5)	Clem Miller Environmental Center (Point Reyes, 4)
Wastewater Treatment Plant (2)	Lego Robotics Competition (various)
Laguna Learning Center (3)	Pepperwood Preserve (3)
Band Performances (various)	Green Music Center (3)
Alliance Redwoods (6)	Cal Skate (3)
Marin Shakespeare Company (7)	Sugarloaf State Park (5)
Community Nursing Home (7)	Exploratorium (5)
Islamic Mosque Tour (7)	San Francisco Museum of Modern Art (8)
Asian Art Museum (7)	Sonoma County Fair, Agriculture Center (2)
Quarryhill Botanical Garden (5)	Monterey Bay Aquarium (7)
Miwok Beach Tide Pools (5)	Web of Life, Aptos (Diversity, Equity, Social Justice, 5) San
Francisco Japanese Tea Garden (7)	

**Class ratios:** Our goal is to limit enrollment to 21 students per class in K-3 and 26 students per class in grades 4-8.

Grade	Average class size in California	Average class size for GUSD 2019-20
Transitional Kindergarten	20*	16
Kindergarten	21.87**	18.5
First	23.15	20
Second	23.22	19
Third	23.35	19.25
Fourth	27.55	20.25
Fifth	27.8	21.5
Sixth	27.25	22.3
Seventh	30.7***	20.44
Eighth	30.7	22.0

\*TK data, American Institutes for Research, *Transitional Kindergarten in California*, 2016

\*\*Grade K-6 data, California Department of Education, *CalEdFacts*, 2019

\*\*\*Grade 7-8 data, National Center for Education Statistics, *Schools and Staffing Survey*, 2012

**Instructional Aides:** In addition to our commitment to small class sizes, GUSD also provides additional trained adult support for an average of 2 hours in every classroom every day. Our Instructional Aides also interact with students during non-class times including before school, recess, lunch and after school, providing additional opportunities for them to interact with and build relationships with students.

**Instructional Minutes:** To increase access to more instruction and enrichment opportunities, GUSD provides instructional time well over and above the amount required by the state of California.

**Government Funding per Student:** For the 2019-20 school year, when we combine all local, state, and federal funding sources that we receive to spend on education in our district, the total comes to \$10,830 per student.

**What GUSD spends per Student:** For the 2019-20 school year, we are budgeted to spend \$13,411 per student to deliver a basic education program plus all of the extras that the **ENRICH!** Program provides.

**Sustainability:** Clearly, government funding is not sufficient for GUSD to offer the level of programs and enrichments that create an exceptional educational experience for our students without additional funding sources. Enter our parent association, **GPA**. Without **GPA** and parent support, the program cannot continue, and GUSD would begin to increase class sizes, shorten the school day, limit field trips, and reduce or eliminate enrichment programs and staff. In order for **ENRICH!** to continue, it is important that every family connects with GPA and provides any donation amount or volunteer support possible.

**What are donations to GPA spent on?** GPA donations are spent primarily to pay for the ongoing classroom enrichments that happen on our school campuses everyday. GPA donations are also used to purchase additional classroom supplies and teacher mini grants, allowing teachers to expand and enhance typical classroom lessons and experiences. Examples of recent expenditures of teacher mini grant funds include:

Thank you for choosing our district and entrusting the education of your child or children to GUSD. If you are still shopping, I hope your search is over; you have found a truly high-performing and unique district that emphasizes core instruction, music, drama, art, STEM and STREAM and is dedicated to the growth and development of every child socially and emotionally.





# Incumbent List by Office ID

Office Range: 3240 to 3246

Incumbent	Regular & Alt Phone Numbers	Term of Office	Begin & End Term Dates
<b>3240</b> Gravenstein Union School District F/T			
3240 - 1 Alexander Kahn Governing Board Member		4	12/02/2016 - 12/11/2020
Res Addr: [REDACTED] Mail Addr: [REDACTED]	[REDACTED]	Incumbent - Elect.....? No Residence County.....? Yes Appointed/Elected.....? Appointed In Lieu Party.....? Incumbent Vacated.....? No	
Remarks: Beck resigned. Kahn Appointed 10/12/18. Term updated: 2nd Friday in Dec. AB.2449			
3240 - 2 Steve Schwartz Governing Board Member		4	12/02/2016 - 12/11/2020
Res Addr: [REDACTED] Mail Addr: [REDACTED]	[REDACTED]	Incumbent - Elect.....? No Residence County.....? Yes Appointed/Elected.....? Appointed In Lieu Party.....? Incumbent Vacated.....? No	
Remarks: Term updated: 2nd Friday in Dec. AB.2449	sschwartz@grav.k12.ca.us		
<b>3245</b> Gravenstein Union School District			
3245 - 1 Gregory Appling Governing Board Member		4	12/07/2018 - 12/09/2022
Res Addr: [REDACTED] Mail Addr: [REDACTED]	[REDACTED]	Incumbent - Elect.....? No Residence County.....? Yes Appointed/Elected.....? Elected Party.....? Incumbent Vacated.....? No	
Remarks: Appling appointed 2/8/17. Term updated: 2nd Friday in Dec. AB.2449			
3245 - 2 Vacant 3245-2 Governing Board Member		4	12/07/2018 - 12/09/2022
Res Addr: [REDACTED] Mail Addr: [REDACTED]		Incumbent - Elect.....? No Residence County.....? Yes Appointed/Elected.....? Elected Party.....? Incumbent Vacated.....? Yes	
Remarks: Horn resigned effective 7/1/19, creating S/T seat 3246-1. Term updated: 2nd Friday in Dec. AB.2449			
3245 - 3 Jennifer Koelemeijer Governing Board Member		4	12/07/2018 - 12/09/2022
Res Addr: [REDACTED] Mail Addr: [REDACTED]	[REDACTED]	Incumbent - Elect.....? No Residence County.....? Yes Appointed/Elected.....? Elected Party.....? Incumbent Vacated.....? No	
Remarks: Term updated: 2nd Friday in Dec. AB.2449			
<b>3246</b> Gravenstein Union School District S/T			
3246 - 1 Patrick Lei Governing Board Member		2	08/27/2019 - 12/11/2020
Res Addr: [REDACTED] Mail Addr: [REDACTED]		Incumbent - Elect.....? No Residence County.....? No Appointed/Elected.....? Appointed To Vacancy Party.....? Incumbent Vacated.....? No	
Remarks: Horn resigned 7/1/19. S/T 2020-2022. Lei appointed 8/27/19. Term updated: 2nd Friday in Dec. AB.2449			

29

Total Incumbents: 6

ReqPay12d

Board Report

Checks Dated 01/01/2020 through 01/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1762793	01/03/2020	CalPERS Cash & Payment Processing Unit	01-9572	Employee's CalPERS Health Plan Coverage 2019-20		39,860.40
1762794	01/03/2020	Advanced Security Systems	01-5800	Fire Alarm Monitoring 2019-20	7.56	
1762795	01/03/2020	Ally Technology Consulting LLC	03-5800	Fire Alarm Monitoring 2019-20	86.94	94.50
			01-5840	IT Consultant 2019-20	162.50	
			03-5840	IT Consultant 2019-20	1,950.00	
			04-5840	IT Consultant 2019-20	1,137.50	3,250.00
1762796	01/03/2020	AXIA	40-6210	Gravenstein Modernization, Phase III (Part 2)	568.16	
				Modernization - Hillcrest Middle Improvements	491.72	1,059.88
1762797	01/03/2020	Office Depot	04-4310	Hillcrest-Elective Supplies-Collins Instructional Supplies for Hillcrest 2019-20	129.24	
1762798	01/03/2020	Pacific Gas & Electric	04-4350	School Secretary Supplies-Hillcrest	71.27	314.38
1762799	01/03/2020	Pitney Bowes Inc.	01-5520	Light Poles at Grav Elem 2019-20	1.36	
			03-5520	Light Poles at Grav Elem 2019-20	15.62	16.98
			01-5950	ink for Postage Meter	4.38	
			03-5950	Ink for Postage Meter	52.42	
			04-5950	Ink for Postage Meter	30.60	87.40
1762800	01/03/2020	Sunworks	01-6200	Solar Photovoltaic Design & Installation Contract	3,889.82	
			03-6200	Solar Photovoltaic Design & Installation Contract	12,829.72	
			04-6200	Solar Photovoltaic Design & Installation Contract	13,924.06	
			40-6200	Solar Photovoltaic Design & Installation Contract	23,553.90	54,197.50
1763422	01/08/2020	Business Card	01-4362	Dist. Fuel	8.54	
			01-4380	Dist.Maint.Supplies	4.56	
			03-4362	Dist. Fuel	102.33	
			03-4380	Dist.Maint Supplies	54.74	
			03-5830	Survey Monkey	37.00	
			04-4362	Fuel for Dist.	59.69	
			04-4380	Dist Maint. Supplies	113.57	380.43
1764223	01/10/2020	U.S. Bank Corporate Payment	01-4310	Delosa/Clements Activity Supplies	116.88	
			01-4390	Plastic Bags for Ice Packs	3.41	
			01-5200	SCOE Presentation Rose/Koelemeijer	15.60	
			03-4310	Class Supplies-Martinez	56.57	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 01/01/2020 through 01/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1764223	01/10/2020	U.S. Bank Corporate Payment	03-4350	Grav Supplies	12.22	
			03-4390	Plastic Bags for Ice Packs	39.25	
			03-5200	SCOE Presentation Rose/Koelemeijer Steam Conference Accommodations	187.20	
			04-4310	Class Supply-Prunetti Hillcrest Student Body Supplies	388.04	
			04-4400	Hillcrest Furn.-Prunetti	15.18	
			04-5200	SCOE Presentation Rose/Koelemeijer Steam Conference Accommodations	189.58	
			12-4390	BTB Activity Supplies	649.47	
			13-4390	Cafeteria Supplies	109.20	
			03-4310	Reimb.Class Supplies	958.99	
			01-9573	Employee's Dental Plan Coverage 2019-20	136.22	
			13-4700	Milk Purchases 2019-20	53.06	
			40-6240	Application #01-117131 Fee Closeout		2,940.87
1764224	01/10/2020	Grimm, Alexis				73.77
1764225	01/10/2020	ACSIG				9,628.60
1764226	01/10/2020	Clover-Stornetta Farms Inc.				106.00
1764227	01/10/2020	Division Of State Architect Attn: HQ Cashier				13,190.88
1764228	01/10/2020	Employment Development Dept.				733.72
1764229	01/10/2020	Fishman Supply Company				
1764230	01/10/2020	Barbara E Gay				
1764231	01/10/2020	Greenacre Homes, Inc				
1764232	01/10/2020	E3 Diagnostics Accounts Receivable				
1764233	01/10/2020	Lattice Educational Services				
1764234	01/10/2020	Protech Projection Systems				
1764235	01/10/2020	Recology Sonoma Marin				
1764236	01/10/2020	U.S. Bank Equipment Finance				
			01-5100	2019-20 ISA	1,125.05	
			01-5810	2019-20 ISA	663.47	
			01-5830	Annual Calibration of Audiometer 2019-20	8.94	
			03-5830	Annual Calibration of Audiometer 2019-20	107.26	
			04-5830	Annual Calibration of Audiometer 2019-20	62.57	
			01-5100	Special Ed Services	1,638.36	
			01-5810	Special Ed Services	1,668.36	
			03-4440	Projector Elmo 24 Rm @ Gravenstein	31.05	
			01-5560	Recology-Gravenstein	357.06	
			03-5560	Recology-Gravenstein	216.72	
			04-5560	Recology-Hillcrest	35.28	
			01-5631	Copier Lease for Schools and DO for 2019-20	423.39	
			03-5631	Copier Lease for Schools and DO for 2019-20	246.96	
			04-5631	Copier Lease for Schools and DO for 2019-20		705.63

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 01/01/2020 through 01/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1764237	01/10/2020	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2019-20	35.94	1,859.00
1764997	01/15/2020	Blanco Navarro, Sergio	04-4310	Reimb. Science Materials Reimb. Packing Tape	16.25	
1764998	01/15/2020	Carey, Paul R	01-4310	Reimb. Science Supplies	10.44	62.63
1764999	01/15/2020	Apple Inc.	03-4310	Reimb. Student Rewards	13.25	
1765000	01/15/2020	AT&T Calnet 3	03-4310	Reimb. Student Rewards	152.35	165.60
1765001	01/15/2020	Clover-Stornetta Farms Inc.	04-4440	Apple 21.5 inch i Mac		399.98
1765002	01/15/2020	LEGO Education	04-5911	Hillcrest AT&T CALNET 3 Charges 2019-20		62.75
1765003	01/15/2020	Ozobot	13-4700	Milk Purchases 2019-20		162.50
1765004	01/15/2020	Pacific Gas & Electric	03-4310	EV3 Core Sets-Gr mm EV3 Core Sets-Urmini	2,675.62	5,351.24
1765005	01/15/2020	Ray Morgan Company	01-4310	Evo and Bit Kits of Ozobots	320.33	
1765006	01/15/2020	SyTech Solutions	03-4310	Evo and Bit Kits of Ozobots	3,683.86	4,004.19
1765007	01/15/2020	Weeks Drilling & Pump Co. Inc.	01-5520	Electric and Gas for 2019-20 Gravenstein	217.08	
			03-5520	Electric and Gas for 2019-20 Gravenstein	2,496.34	
			04-5520	Electric and Gas for 2019-20 @ Hillcrest	2,281.27	4,994.69
			01-5633	Copier Contract Charges 2019-20		1,199.27
			01-5830	Document Management Services 2019-20	12.53	
			03-5830	Document Management Services 2019-20	150.30	
			04-5830	Document Management Services 2019-20	87.67	250.50
			01-5530	Gravenstein Elem Water Service for 2019-20	38.00	
			03-5530	Gravenstein Elem Water Service for 2019-20	437.00	
			04-5530	Hillcrest Water Service for 2019-20	475.00	950.00
			01-4380	Reimb. Maint Materials	5.82	
			03-4380	Reimb. Maint Materials	66.94	72.76
			04-4390	Reimb. HMS Garden Supplies		386.01
			04-4310	Reimb. for rewards		127.72
			03-4440	Chromebooks for Gravenstein		11,718.49
			04-5828	North Bay Junior High Volleyball Tournament		330.00
			01-5950	Postage Fees 2019-20	2.00	
			03-5950	Postage Fees 2019-20	23.99	
			04-5950	Postage Fees 2019-20	13.99	39.98
			01-5200	Workshop-"Brown Act, Ethics and Conflicts"	2.25	
			03-5200	Workshop-"Brown Act, Ethics and Conflicts"	27.00	
			04-5200	Workshop-"Brown Act, Ethics and Conflicts"	15.75	45.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.



ReqPay12d

Board Report

Checks Dated 01/01/2020 through 01/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1765015	01/15/2020	Sonoma County Office Of Ed.	01-5200	SCOE Workshop-EL Leadership Conference	27.20	
1766612	01/22/2020	Clements, Colleen M	03-5200	SCOE Workshop-EL Leadership Conference	312.80	340.00
1766613	01/22/2020	Deeths, William H	04-5202	Reimb.Mileage For CUE Conf.		
			04-4310	Reimb. Student Rewards	201.37	219.65
			04-4390	Reimb. HR Meeting	51.15	
				Reimb. Staff Appreciation	18.00	
1766614	01/22/2020	Alpha Analytical Laboratories,	04-5830	Water testing for Hillcrest	225.13	495.65
1766615	01/22/2020	Clover-Stormetta Farms Inc.	13-4700	Milk Purchases 2019-20		32.00
1766616	01/22/2020	Office Depot	01-4350	Class/Office supplies	1.52	38.00
				District Office Supplies- Open PO for 2019-20	4.53	
			03-4350	Class/Office supplies	17.58	
				District Office Supplies- Open PO for 2019-20	54.35	
			03-4359	Class/Office supplies	5.30	
			04-4310	Class/Office supplies	35.70	
			04-4350	Class/Office supplies	49.03	
1766617	01/22/2020	Perma Bound Books		District Office Supplies- Open PO for 2019-20	31.71	199.72
1766618	01/22/2020	Really Good Stuff, LLC	04-4310	6th Grade Perma bound Books-Baird		
1766619	01/22/2020	West County Transportation	03-4310	Class Supplies-Nordstrom		583.19
1766620	01/22/2020	West Sonoma County Union High	04-5826	Bus Trans -6th California Academy of Science		238.06
1766621	01/22/2020	Division Of State Architect Attn: HQ	01-5100	MOU btwn WSCC & Grav 2019-20 for TM	8,000.00	1,275.14
1766622	01/22/2020	Clements, Colleen M	01-5806	MOU btwn WSCC & Grav 2019-20 for TM	12,500.00	20,500.00
1766623	01/22/2020	Deeths, William H	40-6240	Application #01-117326 Fee Closeout		7,564.94
1766624	01/22/2020	AT&T	04-4310	Reimb. Art Enrich.		87.11
			01-4390	Reimb. School Safety	26.03	
			04-4310	Reimb. Playground Equip.	17.03	
			04-4390	Reimb. Staff Appreciation	11.78	
				Reimb. Student Snacks	5.97	60.81
			01-5620	Maintenance Contract for Gravenstein Phone System	94.78	
			03-5620	Maintenance Contract for Gravenstein Phone System	1,089.98	1,184.76

preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.



Board Report

ReqPay12d

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1766625	01/22/2020	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2C19-20		30.32
1766626	01/22/2020	Jack Schreder & Associates, In c.	40-5830	December 2019 - School Facilities Program		508.75
1766627	01/22/2020	Safeway	12-4390	Daycare Supplies & Snacks for 2019-20		167.58
1766628	01/22/2020	Stanroy Music Center Inc.	04-4400	Instrument repair and supplies 2019-20		330.00
1766629	01/22/2020	Marquesa Weigel	04-5880	Volleyball Referee		25.00
1767179	01/24/2020	Deaths, William H	04-4440	Reimb. iPod Charging Cases		183.51
1767180	01/24/2020	Advanced Security Systems	01-5800	Fire Alarm Monitoring 2019-20	128.04	
1767181	01/24/2020	Clover-Stornetta Farms Inc.	03-5800	Fire Alarm Monitoring 2019-20	1,472.46	1,600.50
1767182	01/24/2020	Dept Of Justice, Acctg Office	13-4700	Milk Purchases 2019-20	3.20	119.00
1767183	01/24/2020	Sierra Fiddler	01-5862	Fingerprinting for volunteers 2019-20	38.40	64.00
1767184	01/24/2020	MCI Comm Service	03-5862	Fingerprinting for volunteers 2019-20	22.40	25.00
1767185	01/24/2020	Pitney Bowes Inc.	04-5862	Fingerprinting for volunteers 2019-20		13.75
1767186	01/24/2020	Ray Morgan Company	04-5880	Girls Volleyball 1/14/2019		78.05
1767187	01/24/2020	Santa Rosa City Schools	12-5911	Daycare Phone Line for 2019-20	3.94	304.20
1767188	01/24/2020	Teachers Pay Teachers	01-5950	Sealing Solution for Postage Meter	47.17	7,098.00
1767189	01/24/2020	Monterey Bay Aquarium	03-5950	Sealing Solution for Postage Meter	27.54	34.00
1767897	01/29/2020	Brown, Allison N	04-5950	Sealing Solution for Postage Meter		7,125.00
1767898	01/29/2020	Perez-Atwell, Eva A	04-4359	Staples for Copley's-Hillcrest	3.19	490.00
1767899	01/29/2020	Benz, Lisa	13-4710	Lunch Program for 2019-20	38.30	
1767900	01/29/2020	CalPERS Cash & Payment Processing Unit	04-4340	Coding Curriculum- McDowell	22.34	
1767901	01/29/2020	Clover-Stornetta Farms Inc.	04-5826	7th Grade Monterey Field Trip		63.83
1767902	01/29/2020	Wendy Langhals	03-5200	Reimb. Mileage SCOE		37.51
1767903	01/29/2020	Michaela Madden	04-5200	Reimb. Mileage SCOE		39,860.40
1767904	01/29/2020	Pacific Gas & Electric	04-4390	Reimb. for LA Medals		106.00
1767905	01/29/2020	Petaluma Wildlife Museum	01-9572	Employee's CalPERS Health Plan Coverage 2019-20	1.36	25.00
1767906	01/29/2020	School Speciality	03-5520	Light Poles at Grav Elem 2019-20	15.66	25.00
			03-5826	Petaluma Wildlife and Natural Science Museum		17.02
			01-4400	Table for Business Office	10.06	380.00
			03-4400	Table for Business Office	120.62	

Checks Dated 01/01/2020 through 01/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1767906	01/29/2020	School Specialty	04-4400	Table for Business Office	70.36	201.04
<b>Total Number of Checks</b>					<b>82</b>	<b>257,330.00</b>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	38	123,733.36
03	Gravenstein Elementary Charte	35	46,102.54
04	Hillcrest Middle Charter	44	33,585.32
12	Child Development Fund	3	317.55
13	Cafeteria Fund	8	7,712.88
40	Special Reserve-capital Proj	5	45,878.35
<b>Total Number of Checks</b>		<b>82</b>	<b>257,330.00</b>
<b>Less Unpaid Tax Liability</b>			<b>.00</b>
<b>Net (Check Amount)</b>			<b>257,330.00</b>

53

preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

# Gravenstein Union School District

## January Payroll Report

February 13, 2020 Regular Board Meeting

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### **Certificated Salary & Benefits**

Regular: \$ 498,403.17

Supplemental: \$ 12,542.47

### **Classified Salary & Benefits**

Regular: \$ 158,671.01

Supplemental: \$ 6,968.85

### **Total Salary & Benefits**

\$ 676,585.50



January 7, 2020

Management and Governing Board of  
Gravenstein Union School District  
3840 Twig Avenue  
Sebastopol, CA 95472

**Year 2 of 3-year contract**

This letter confirms that Gravenstein Union School District has requested our firm to perform only the audit services described in this letter and has not requested our firm to provide any specific internal control review or fraud audit service. This letter also confirms our understanding of the terms and objectives of our audit engagement and the nature and limitations of the services we will provide.

We are pleased to confirm our understanding of the services we are to provide Gravenstein Union School District for the year ended June 30, 2020. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Gravenstein Union School District as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Gravenstein Union School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Gravenstein Union School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison information
3. Schedules of the proportionate share of the net pension liabilities
4. Schedules of contributions
5. Schedule of changes in total OPEB liability and related ratios

We have also been engaged to report on supplementary information other than RSI that accompanies Gravenstein Union School District's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

The Schedule of Financial Trends and Analysis will not be subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we will not express an opinion or provide any assurance on it.



### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2019-20 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*, prescribed in the *California Code of Regulations*, Title 5, section 19810 and following, and will include tests of the accounting records of Gravenstein Union School District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Gravenstein Union School District's financial statements. Our report will be addressed to the Governing Board of Gravenstein Union School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Gravenstein Union School District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



### **Audit Procedures - General (Concluded)**

We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions, as applicable. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.



### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Gravenstein Union School District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements and related notes, management's discussion and analysis, budgetary comparison information, depreciation schedule, schedule of changes in total OPEB liability and related ratios, schedules of the proportionate share of the net pension liabilities, schedules of contributions, and supplementary schedules and information (nonaudit services), as applicable, of Gravenstein Union School District's in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.



### Management Responsibilities (Concluded)

As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services (management's discussion and analysis, budgetary comparison information, depreciation schedule, schedule of changes in total OPEB liability and related ratios, schedules of the proportionate share of the net pension liabilities, schedules of contributions, and supplementary schedules and information, as applicable) we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and any other nonaudit services we provided and that you have reviewed and approved the financial statements and related notes and any other nonaudit services we provided prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.



### Engagement Administration, Fees, and Other

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

In accordance with Education Code 41020, audit reports will be filed with the County Superintendent of Schools, the California Department of Education, and the State Controller's Office by December 15<sup>th</sup> following the close of the fiscal year. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Stephen Roatch Accountancy Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Controller's Office or its designee, Department of Education, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Stephen Roatch Accountancy Corporation personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Habbas Nassar, Certified Public Accountant (CPA) is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We agree that our all-inclusive fee will be **\$17,400** for the fiscal year ended June 30, 2020. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. An additional fee will be charged for attending meetings with the District's Board, if deemed appropriate.



### Engagement Administration, Fees, and Other (Concluded)

Either party may terminate this agreement at any time for any reason, providing 30 days written notice is given to the other party. It is understood that payment shall be made for services rendered to the point of termination.

It is agreed that the District will withhold ten (10) percent of the audit fee until the State Controller certifies that the report conforms to the reporting provisions of the *2019-20 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*.

In accordance with Education Code Section 14505, it is further agreed that the District will withhold fifty (50) percent of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the *2019-20 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*.

The State Controller of California has required that all Districts and auditors contracting for multi-year engagements include a stipulation that the contract is null and void if the auditor is declared ineligible to perform LEA audits.

In the event that the GASB, FASB, AICPA, GAO, OMB, or the Education Audit Appeals Panel's Office issues additional standards or audit procedures that require additional work during the audit period, we will discuss these requirements with you before proceeding further. Before starting the additional work, we will prepare an estimate of the time necessary, as well as the fee for performing the additional work. Our fee for addressing the additional requirements will be our standard hourly rates for each person involved in the additional work.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our applicable hourly rates, for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.



In the event that we are or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of your intentional or knowing misrepresentation or provision to us of inaccurate or incomplete information in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us, defend us, and hold us harmless as against such obligations.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. We have attached a copy of our latest external peer review report of our firm for your consideration and files. We are very pleased to participate in this review program as continued evidence of our emphasis on providing Gravenstein Union School District, the highest quality audit.

This engagement letter is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We appreciate the opportunity to be of service to Gravenstein Union School District and believe this letter accurately summarizes the significant terms of our engagement. If, after full consideration, you agree that the foregoing terms shall govern this engagement, please sign this letter in the spaces provided and return the original signed letter to our office, keeping a fully-executed copy for your records.

Sincerely,

STEPHEN ROATCH ACCOUNTANCY CORPORATION



Habbas Nassar, Certified Public Accountant  
Vice President

RESPONSE:

This letter correctly sets forth the understanding of Gravenstein Union School District.

**Management - Approved by:**

**Governing Board - Acknowledged by:**

Name: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

**Board President**

Date: \_\_\_\_\_

\_\_\_\_\_

January 27, 2020

To whom it may concern:

I would like to request a leave of absence for 40% of my assignment to be reduced to a .60 FTE position. *-beginning February 1, 2020.*

Beginning January 1, 2020 I would like to opt out of benefits due to moving to a part time position.

Thank you,

A handwritten signature in cursive script that reads "K Byrne".

Kathleen Byrne

SONOMA COUNTY OFFICE OF EDUCATION  
5340 Skylane Blvd.  
Santa Rosa, CA 95403

**MEMORANDUM OF UNDERSTANDING FOR DATA SHARING SERVICES**

This Memorandum of Understanding ("MOU") is entered into this 13<sup>th</sup> day of February, 2020 by and between the SONOMA COUNTY OFFICE OF EDUCATION ("SCOE"), and the Graevensheim Union School District ("LEA," together with SCOE, the "Parties").

**WHEREAS**, SCOE and LEA enter into this MOU to facilitate the mutual sharing of data and establish responsibilities between the Parties; and

**WHEREAS**, the Parties wish to protect the privacy of student records, and to comply with any applicable privacy statutes, including the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended; "FERPA"); California Education Code § 49073.1; the Student Online Personal Information Protection Act (California Business and Professions Code § 22584; "SOPIPA"); California Civil Code § 1798.29; and California Government Code § 6250 et seq.; and

**WHEREAS**, the purpose of this MOU is to set forth the rights and responsibilities of SCOE and LEA with respect to data collected or retained by the LEA or by SCOE pursuant to this MOU.

**NOW THEREFORE**, in consideration of the terms and conditions hereof, including the recitals, the Parties agree as follows:

**1. Role of SCOE**

1.1. SCOE shall provide services designed to assist LEA with certain requirements and mandates for managing or reporting on data collected by LEA, potentially including the integration of data between disparate systems, and staff and pupil records, which include any information that is directly related to a student that is maintained by LEA or acquired directly through the use of instructional software or applications assigned to a student by a teacher or other LEA employee (collectively, "Data"). Services rendered under this MOU shall be referred to as "Core Services" and be identified in Exhibit A hereto.

**2. Responsibilities of SCOE**

SCOE will provide any services it delivers in a timely and professional manner

- 2.1. SCOE will assist with the automation of any processes required for the exchange of Data between the Parties to the extent possible.
- 2.2. SCOE will ensure any systems it develops with such Data to serve the needs of LEA or public agencies will have appropriate levels of security, as further detailed in Section 11 (Data Security) of this MOU.
- 2.3. SCOE shall help ensure Data available can only be viewed or accessed by agencies legally allowed to do so, and as agreed upon by LEA and SCOE.
- 2.4. Should it be deemed necessary, SCOE will specify and assist in allowing network access to resources, in a controlled and secure manner.

3. **LEA Rights and Responsibilities**

- 3.1. LEA shall provide system linkages or necessary Data extracts or permission access from LEA's student information or other systems on an agreed upon or pre-defined schedule between the Parties. Any such schedule agreed upon in writing (including email) between the Parties shall be deemed incorporated herein and made a part hereof upon such mutual agreement.
- 3.2. Data extracts will be provided electronically by LEA to SCOE.
- 3.3. LEA will be responsible for providing the data needed to integrate LEA's Data into SCOE's data repositories as needed to perform the required tasks.
- 3.4. Data provided by LEA shall include Data relevant to the purpose of this MOU or specific system requirements.
- 3.5. LEA shall be responsible for determining which of their staff has access to system and communicating to SCOE the roles and responsibilities of each person with said access, including the person who is responsible for maintaining LEA's main and sub-accounts.
- 3.6. LEA shall designate those individuals who can: (a) transmit Data to SCOE; (b) request release of Data to LEA or third parties; or (c) request extracts or analysis of LEA's Data.

4. **Third-Party Agencies**

Third parties may include but are not limited to public agencies the Parties desire to collaborate with, public agencies the Parties are required to share Data with, and/or any third-party vendor of either Party. Permission for SCOE to share Data with a third party must be first granted by LEA in writing.

## 5. Amendments to MOU

The MOU shall be supplemented by amendments or other attachments that will reflect specific undertakings by SCOE and LEA.

## 6. Applicable Law

- 6.1. Data sharing under this MOU will from time to time include SCOE collecting and maintaining educational, personnel, medical and financial records that contain personally identifiable information (PII) on students or staff of LEA. SCOE is bound by the same regulations and laws for access and management of this Data, and will conform to all legal requirements. SCOE and LEA agree that the disclosure of information under this MOU complies with the requirements of Education Code § 49073 et seq., FERPA, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), SOPIPA, and other state and federal laws and regulations regarding educational, personnel, medical and financial records.
- 6.2. The Parties understand that certain federal and state programs and laws, including the free and reduced lunch program and laws governing the provision of special education services, have additional legal requirements for data security, and both Parties agree to maintain full compliance with such requirements. Without limitation to the foregoing, SCOE and LEA additionally agree that aggregated (non-individually identifiable) and non-aggregated PII Data may be reported upon or shared as allowable by law.
- 6.3. SCOE and LEA shall ensure joint coordination and cooperation with one another to ensure compliance with FERPA, 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended. The foregoing notwithstanding, SCOE and LEA agree that LEA shall be responsible for providing notices to parents required under FERPA, obtaining necessary parental consent required under FERPA, and for providing parent(s), guardian(s) or student(s) with an opportunity to inspect and challenge the contents of Data shared with SCOE pursuant to this MOU.

## 7. Ownership of Data

SCOE and LEA agree that the LEA will continue to maintain ownership of and control over its source Data. SCOE agrees that it will not alter LEA's source Data without explicit authorization from LEA, and is not responsible for any errors therein. SCOE shall not be responsible for the type or quality of the Data provided by LEA, and SCOE makes no warranty as to the Data itself. LEA understands that though SCOE may notify it of issues it discovers with the source Data, LEA is responsible for any corrections required to its own Data or will authorize SCOE to make any limited explicit changes. LEA acknowledges that accurate reports rely upon accurate source Data being



maintained by LEA. Each party owns or controls its data systems and the work product generated by such systems.

**8. Prohibited Use of Data**

Except as otherwise permitted by the terms of this MOU specified in Exhibit C, SCOE shall not use the Data supplied to it in an unauthorized manner. Specifically, SCOE shall not sell or release Data, nor enable or permit third parties to engage in targeted advertising to students or to build student profiles unrelated to the purposes contemplated by this MOU.

**9. Student and Parent Access to Data**

SCOE shall work with LEA to provide a means by which employees, when authorized by LEA, can search and access student Data through reasonable procedures for LEA to respond to a parent, legal guardian, or eligible student who seeks to review PII in the pupil's records and to correct erroneous information. The foregoing notwithstanding, SCOE shall cooperate with LEA to help ensure this record correction will be consistent with LEA's policies regarding record correction.

**10. Third-Party Vendors**

SCOE will have contracts with third parties to help SCOE maintain the SCOE data system ("SCOE Contractors"). SCOE may not distribute student or staff Data to any SCOE Contractors without LEA's written consent or as permitted by this MOU, unless required by law. SCOE shall ensure that approved subcontractors adhere to this MOU. SCOE will help ensure that any subcontractor or sub-processor that it engages, to process, store, or access Data, has adequate technical security and organizational measures in place to keep Data secure and comply with this MOU. SCOE will require any third party vendors and subcontractors to comply with any applicable state and federal laws and regulations regarding educational records and data privacy, including but not limited to: Education Code §§ 49073.1, 49076, and 49076.5; FERPA; HIPAA; and SOPIPA.

**11. Data Security**

Both Parties agree to maintain appropriate security protocols in the transfer or transmission of Data, including ensuring Data may only be viewed or accessed by representatives of the Parties legally allowed to do so. SCOE shall maintain Data obtained or generated pursuant to this MOU in a secure computer environment and not copy, reproduce, or transmit Data obtained pursuant to this MOU, except as requested by LEA. SCOE shall provide security training to those of its employees who operate or have access to the system. SCOE may also provide an initial security training to LEA. SCOE shall provide LEA with contact information for the person at SCOE who LEA may contact if LEA has security concerns or questions. Where applicable, SCOE will require unique account identifiers, user names, and passwords that must be entered each time a

client or user signs in. A description of SCOE's data security practices and procedures is attached to this MOU as Exhibit B.

## 12. Data Breach Notification

SCOE shall maintain Information Security & Privacy Insurance with Electronic Media Liability policy with coverage limits of no less than one million dollars (\$1,000,000.00) per occurrence and five million dollars (\$5,000,000.00) aggregate for the duration of this MOU. Such policy shall cover damages resulting from unauthorized access to, or theft of, data obtained by SCOE in connection to this MOU, as well as the unauthorized disclosure or use of (PII) that SCOE may acquire from LEA ("Data Breach"). It is further agreed and understood that the policy shall include coverage for crisis management costs, credit-monitoring expenses, payment of monies requested in connection to cyber extortion of LEA Data, and defense costs, fines, and penalties related to a Data Breach. Parties agree that the insurance requirements referred to herein shall apply to any third-party vendors hired by SCOE that may obtain or maintain LEA Data, as well as the outside agencies referred to in Section 13 of this MOU. LEA reserves the right to request proof of insurance from SCOE, third-party vendors, and outside agencies to confirm compliance with these insurance requirements. Upon becoming aware of any unlawful or unauthorized access to student or staff Data stored on equipment used by SCOE or in facilities used by SCOE, SCOE will take the following measures:

- 12.1. Promptly file a claim with SCOE's information Security & Privacy Insurance with Electronic Media Liability policy provider.
- 12.2. Promptly notify LEA of the suspected or actual incident, including the type of Data subject to unauthorized access.
- 12.3. Promptly investigate the incident and provide LEA with detailed information regarding the incident, including the identity of the affected users, and the estimated date of the breach.
- 12.4. Assist LEA in notifying either the student or their legal guardian, and take commercially reasonable steps to mitigate the effects and to minimize any damages resulting from the incident.

## 13. Outside Agencies

- 13.1. SCOE may be required by subpoena or other lawfully issued order to divulge Data to law enforcement or another agency. When permitted by the requesting agency, SCOE shall provide LEA with notice of the request and types of information requested. Both SCOE and LEA have periodic needs to share Data, as legally allowed, with public agencies needing access to such Data to provide services to students. SCOE and LEA understand that sharing Data for use in

such systems streamlines the process of providing services to students. SCOE agrees that no Data will be made accessible to any such agency for any purpose other than those limited to the Data required and only under conditions allowed by law. Education Code §§ 49076 and 49076.5, as amended, and 20 U.S.C. § 1232g and 34 C.F.R. § 99.31, as amended, provide specific conditions under which Data may be accessed by or shared with public agencies.

13.2. In accordance with Education Code § 49076(a)(2)(G) and (E), and 34 C.F.R. § 99.31(a)(1) and (6), and 34 C.F.R. § 99.7(a)(3)(iii), SCOE may have periodic needs to share Data, as legally allowed, with university researchers for academic purposes to allow university researchers to collaborate with LEA and SCOE or to perform relevant research studies. SCOE shall notify LEA in writing of any Data sharing pursuant to this Section, as follows:

13.3. Describe the identity of the researchers/organizations to whom the Data will be transmitted

13.4. Provide contracts when requested, which shall include provisions binding the researcher/organization to the terms of this MOU

13.5. Describe the types of Data to be transmitted

13.6. Describe the manner in which the Data shall be de-identified or aggregated.

#### 14. **Independent Contractors**

Both Parties may engage the services of outside professionals in the course of administration, development or technical support of data systems. Any such professionals will be bound at all times by the same confidentiality and security requirements which are applicable to any data within the Parties' systems, and by state and federal law governing such access.

#### 15. **Indemnification and Liability**

Each Party agrees to indemnify the other against any and all liability, actions, claims, damages, losses, costs, and expenses (including attorneys' fees) arising out of or in any way resulting from the indemnifying Party's own negligent or intentional acts, errors, or omissions in connection to the performance of the responsibilities of each Party, per this MOU. The Parties shall not be held liable for any special, consequential, indirect or incidental damages incurred as a result of this MOU. The Parties shall be held harmless for any claims or lawsuits arising out of the release of information pursuant to a request by one of the Parties in conformity with this MOU or pursuant to law, excluding such release in connection to the negligence of either Party, or that of its officers, agents, or

employees. If liability, damages, or any other claim relating to Data shared pursuant to this MOU is a result of a third party's act or omission, then the indemnification and defense that the third party contractually owes to SCOE and/or LEA shall also be extended to the other Party to this MOU, to the maximum extent possible.

**16. Severability**

If any provision of this MOU is determined by a court to be invalid, unenforceable or otherwise ineffective, that provision shall be severed from the rest of this MOU, and the remaining provisions shall remain in effect and enforceable.

**17. Term**

This MOU may be periodically or annually updated to incorporate changes if required upon mutual agreement of the Parties. LEA understands that this MOU is part of an effort to standardize data sharing and management between SCOE and all districts it serves, and as such, every effort will be made to maintain a common agreement across all agencies. Notwithstanding the foregoing, this MOU shall terminate effective June 30, 2020.

**18. Termination**

Either Party may terminate this MOU upon ninety (90) days' written notice. Upon termination or expiration of this MOU, SCOE shall work with LEA for the orderly cessation of extracts of student Data. Upon termination or expiration of this MOU, SCOE shall return or delete personally identifiable student Data unless otherwise provided by law or mutual agreement of the Parties. SCOE and LEA understand that SCOE may have an ongoing need to reference the raw Data it acquired during the term of this MOU. In the event that such need arises, SCOE shall, to the extent possible and subject to the mutual agreement of the LEA, only retain anonymized, aggregated Data that it obtained from LEA during the term of this MOU. However, SCOE certifies that such anonymized, aggregated Data shall be purged when the Data has exceeded its useful life and shall not be kept for more than seven (7) years unless otherwise legally required.

**19. Dispute Resolution**

In the event of a dispute between any Party to this MOU, the parties shall attempt to resolve their disputes informally, in discussions involving the decision-makers for each of the parties. If these discussions are not successful, the parties shall retain a mediator to resolve the dispute with the mediation to be held within ninety (90) days of the date the dispute arises. If mediation is not successful, either party shall have the right to bring



the dispute before the Sonoma County Superior Court.

**20. Representation by Counsel**

Each Party understands and is aware that School and College Legal Services of California may provide legal advice and services to both parties on this and other matters. Each Party has no objection to the representation of the other Party in the formation and implementation of this MOU by the same legal counsel.

**IN WITNESS WHEREOF**, the Parties agree to this Memorandum of Understanding to be executed by their duly authorized officers in the County of Sonoma, State of California.

**SONOMA COUNTY OFFICE OF  
EDUCATION**

**[LOCAL EDUCATION AGENCY]**

*Gravenstein Union School District*

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**EXHIBIT A**

**SCOE Core Services**

Service Provider	Application/Project	Division/Department
Escape Technologies	Escape	IT/Business Services
Eagle Software	Aeries	IT
Schoolwise	SIS	IT
Illuminate Education	eduCLIMBER	IT
Illuminate Education	DnA	IT

Illuminate Education	Achievement Dashboard	IT
Powerschool	L4u	IT
CDE	CALPADS	ESS/IT
CORE Data	CORE Data Collaborative	ESS/IT
Pearson	LAU	ESS/IT
Qualtrics	Rooster Collaborative	ESS (CTE Partnerships)
Qualtrics	PBS Improvement Academy	ESS (CTE Partnerships)
Sonoma County Office of Education	Data Analytics	IT
National Student Clearinghouse	Student Tracking	ESS/IT

## EXHIBIT B

### SCOE Data Security Practices and Procedures

Introduction: SCOE has established an Information Security (InfoSec) Program based on industry best practices and the needs of California K12 systems. The InfoSec program involves several departments, including Business Services, Human Resources, and Information Technology Services. The departments are primary functional units that will engage with legal counsel and security service/solution providers to develop and execute improvement plans. This

plan may be periodically updated to take into account improving practices and technologies and to respond to a changing threat environment. LEA's will be provided with annual updates where there have been material modifications to the practices and procedures stated below.

As of June 24, 2019, the Program has identified the following areas to be part of the continual improvement of the SCOE InfoSec practices.

**1. Anti-Virus/Malware Administration and Configuration**

- 1.1. Regularly review and examine the policies and procedures related to Anti-virus/Malware controls and the configuration of Anti-virus/Malware software and appliances
- 1.2. Continual improvement of Anti-virus/Malware software configuration, operation and security
- 1.3. Provide Anti-virus/Malware training and awareness.
- 1.4. Practice in depth Anti-virus/Malware defense for server and end user computers

**2. Continuity of Operations Plan (COOP) and Disaster Recovery Plan (DRP)**

COOP is the collection of sets of processes and procedures carried out by an organization to ensure that essential business functions continue to operate during and after a disaster. As part of the COOP there is a DRP. These are the technical plans developed for specific groups within an organization to allow them to recover a particular business application. SCOE addresses these plans by:

- 2.1. Performing annual Business Impact Analysis with various departments to identify mission critical processes and/or departments and prioritize the recovery processes and/or departments in accordance with their level of criticality.
- 2.2. Secure Executive Oversight and Support for the COOP
- 2.3. Continual updates of documentation, content, sufficiency, testing and documentation of test results of the plans.

**3. Firewall Administration and Configuration**

- 3.1. Examine and document the policies and procedures related to the administration of the organizations firewall(s)
- 3.2. Examine and document configuration files and access control lists for the devices and/or applications and operating systems
- 3.3. Implement least privilege access
- 3.4. Documentation, content and sufficiency of firewall policies and procedures
- 3.5. Logical placement of firewalls
- 3.6. Restricted access to management interfaces
- 3.7. Continual evaluation of applied rule sets
- 3.8. Backup, recovery, and storage of configuration files

3.9. Firewall event log review and sufficient storage for retention policy

#### 4. Network Systems and Database Vulnerability Scanning

Perform scheduled simulations of attacks on the network and database systems by utilizing industry best of breed tools, which identify the vulnerabilities in the systems and provide recommendations for remediation.

#### 5. Network Monitoring & Intrusion Detection

5.1. Regularly review the event logs to identify and correlate unauthorized, unusual, and sensitive access activity, such as:

5.1.1. Attempted unauthorized logical and physical access;

5.1.2. Access trends and deviations from those trends;

5.1.3. Access to sensitive data and resources;

5.1.4. Highly-sensitive privileged access, such as the ability to override security controls;

5.1.5. Access modifications made by security personnel; and

5.1.6. Unsuccessful attempts to logon to a system.

5.2. Improve documentation, content and sufficiency of network monitoring and intrusion detection policies and procedures

#### 6. Patch Management

6.1. Regularly review and update systems, configuration, and applications for required systems

6.2. Sufficient testing of systems before and after patching

6.3. Maintain documentation of patch history of required systems

#### 7. Physical Security

7.1. To prevent unauthorized personnel from gaining direct access to SCOE facilities that house sensitive information, the following areas are under regular review and improvement process:

7.2. Documentation, content and sufficiency of physical security policies and procedures.

7.3. External: facility perimeter, perimeter lighting, parking areas, parking area lighting, landscaping, exterior building lighting, exterior doors and locks and other entry points

7.4. Internal: doors, windows, ceilings, raised floors, wiring and utility closets, ceilings, attics, basements, crawlspaces, public areas

7.5. Lock and Key control

7.6. Access control including identification systems in use and access points

7.7. Intrusion alarms

7.8. Fire detection, suppression and prevention

7.9. CCTV/digital imaging technologies

7.10. Power system and utility control points



- 7.11. Documentation, retired network storage, and refuse disposal
- 7.12. Mail Handling
- 7.13. Hard copy record storage
- 7.14. Network Operations Center

**8. Server (Data Center Systems) Administration and Configuration**  
Continual improvement of the following areas:

- 8.1. Documentation of server implementations, policies, and procedures
- 8.2. Hardware, operating system, and application security
- 8.3. User account policy and rights assignments
- 8.4. Auditing policies, system changes, user rights, and access to sensitive data
- 8.5. Event and security log retention and regular review
- 8.6. Critical file and folder permissions
- 8.7. Remote access and security

**9. Network Switch and Router Administration and Configuration**

- 9.1. Continual improvement of the following areas:
- 9.2. Develop clear documentation, content and sufficiency of policies and procedures
- 9.3. Streamline installation, operation and security Regular review of configuration

**10. Workstation Administration and Configuration**  
Continual improvement of the following:

- 10.1. Documentation of workstation policies and procedures
- 10.2. Hardware security
- 10.3. Operating System installation, configuration and maintenance (patching)
- 10.4. User account policies and rights assignments
- 10.5. Event and security log settings and retention
- 10.6. Critical file and folder permissions
- 10.7. Remote access and security

**11. Mobile Devices**

Regularly examine SCOE's policies and procedures related to administration of the mobile devices assigned to staff and students. The mobile devices include laptops, tablets and smartphones for both SCOE owned devices and personal devices brought onto SCOE's network.

**12. Application Security Assessment and Mitigation**

The primary objective is to assess how effectively and efficiently SCOE ensures that no single trusted IT system user, administrator, or vendor is able to exploit vulnerabilities in SCOE's IT systems to accomplish and/or conceal an unauthorized diversion of SCOE's assets. Identify where the risk exists and evaluate the controls designed to mitigate this risk. Regularly review, evaluate, and update, if necessary, of the following IT controls:

12.1. Database administration practices.

12.2. Production control practices.

**13. Users Awareness Training**

Develop and update timely and relevant training material to raise the level of cybersecurity awareness of users throughout the organization.

**EXHIBIT C DATA PRIVACY PROVISIONS**

This addendum ("ADDENDUM NO. 1 DATA PRIVACY PROVISIONS") serves to outline additional agreements between the parties to the MEMORANDUM OF UNDERSTANDING FOR DATA SHARING BETWEEN DISTRICT AND SCOE specifically relating to the use and handling of the data shared by and between the LEA and SCOE.

1. SCOE shall not use any information in a Pupil Record for any purpose other than those required or specifically permitted by the MOU. For the purposes of this Addendum No. 1, a "Pupil Record" or "Pupil Records" include any information directly related to a pupil that is maintained by the LEA or acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other LEA employees. A "Pupil Record" or "Pupil Records" does not include de-identified information that, on its own or in aggregate, cannot be used to identify an individual pupil.
2. All Pupil Records obtained by SCOE from LEA continue to be the property of and under the control of the LEA. The LEA retains exclusive control over student and staff data, including determining who may access data and how it may be used for legitimate

authorized purposes.

3. SCOE shall provide a means by which its employees, when so authorized, can search and export Pupil Records through reasonable procedures to the LEA such that the LEA can respond to a parent, legal guardian or eligible student who seeks review personally identifiable information on the pupil's records or correct erroneous information.
4. SCOE may not distribute Pupil Records to any third party without LEA's express written consent or as permitted by the MOU, unless required by law. Unless permitted by the MOU, use of subcontractors and subcontractor access to Pupil Records must be approved in writing by the LEA. SCOE will ensure that approved subcontractors adhere to all provisions of the MOU and this Exhibit C. Provider ensures that any subcontractor or sub processor that it engages to process, store or access Pupil Records has adequate technical security and organizational measures in place to keep Pupil Records secure and to comply with the terms of the MOU and this Addendum No. 1.
5. SCOE shall take actions to ensure the security and confidentiality of Pupil Records, including but not limited to designating and training responsible individuals on ensuring the security and confidentiality of Pupil Records.
  - 5.1. SCOE shall maintain all data obtained or generated pursuant to the MOU in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to the MOU except as necessary to fulfill the purpose of the original request. SCOE shall warrant that security measures are in place to help protect against loss, misuse and alteration of the data under SCOE's control. When the service is accessed using a supported web browser, Transport Layer Security ("TLS") or equivalent technology protects information using both server authentication and data encryption to help ensure that data is safe, secure and available to only authorized users. SCOE shall host content pursuant to the service in a secure server environment that uses a firewall and other advanced technology in an effort to prevent interference or access from outside intruders. Where applicable, the service will require unique account identifiers, usernames and passwords that must be entered each time a client or user signs on.
6. Notwithstanding section 6.1 below, SCOE certifies that Pupil Records shall not be retained or available to the SCOE or any such third party that the SCOE has contracted with for the purpose of providing the Service following the completion of the terms of the MOU. SCOE shall destroy or return to the LEA all Pupil Records obtained pursuant to the MOU when such Pupil Records are no longer required for the Service, or within a reasonable period of time. Nothing in this Exhibit C authorizes the SCOE to maintain personally identifiable data beyond the time period reasonably needed to complete the disposal of Pupil Records following the Service.

- 6.1. SCOE may retain a specific pupil's records in the event that that pupil chooses to establish or maintain an account with SCOE for the purpose of storing pupil-generated content, either by retaining possession and control of their own pupil-generated content or by transferring pupil-generated content to a personal account.
7. The terms and conditions of the MOU and any addenda are incorporated herein by reference. This Exhibit C shall govern the treatment of student records in order to comply with the privacy protections, including those found in FERPA, Section 49073.1 of the Education Code, and Chapter 22.2 of Division 8 of the Business and Professions Code. In the event there is a conflict between the terms of this Addendum and the MOU or any other agreement or contract document(s) pertaining to the MOU, the terms of this Addendum No. 1 shall apply. Notwithstanding the above statement, all other provisions of the MOU shall remain unaffected.
8. The term of this Exhibit C shall expire on the termination date stated in the MOU or in any addenda to such MOU, whichever controls.
9. Neither LEA nor SCOE may modify or amend the terms of this Exhibit without mutual written consent.



ROSE R. BURCINA  
EXECUTIVE DIRECTOR



(707) 836-0779  
(707) 836-9079 ADMIN. FAX  
(707) 836-8671 BENEFITS FAX  
(707) 836-9479 W/C FAX

January 1, 2020

**Memorandum**

**To:** RESIG Member District Superintendents and CBO's  
**From:** Rosemary R. Burcina, Executive Director  
**Subject:** Joint Powers Agreement, Bylaws and Program Document Updates

On December 5, 2019, RESIG's Board of Directors voted unanimously to update the Joint Powers Agreement and Bylaws and to add separate documents for each program (i.e. Workers' Compensation, Property & Liability, Employee Benefits). The last update to RESIG's governing documents was in 2009. Copies of the updated documents are enclosed.

To put the improved Agreement, Bylaws and Program Documents into operation, we need formal concurrence from your District's governing board. For this purpose, we have enclosed a sample Board Resolution suitable for inclusion in your agenda as a consent item. The sample resolution is also provided on RESIG's website for your convenience ([www.resig.org](http://www.resig.org)). We would appreciate it if you would please agendize this matter for your governing board as soon as conveniently possible and return the signed Board Resolution and Joint Powers Agreement (page 8) to RESIG no later than March 2, 2020.

Although there were no questions presented during the review and comment period of the updated documents last summer, I will be happy to answer any questions that you or your board may have at this time. If you would like RESIG to attend your governing board meeting when this is on the agenda, please let me know immediately so that schedules can be arranged. Documentation of the changes made to the Joint Powers Agreement and Bylaws are located on RESIG's website, [www.resig.org](http://www.resig.org).

Please let me know if you have any questions regarding the updated Joint Powers Agreement, Bylaws or Program Documents. We look forward to receiving the approved Board Resolution and the signed Joint Powers Agreement back from you by the March 2, 2020 deadline.

Wishing you a happy and healthy New Year!

Enclosures

5760 SKYLANE BLVD., SUITE 100 WINDSOR, CA 95492 [WWW.RESIG.ORG](http://WWW.RESIG.ORG)

**REDWOOD EMPIRE SCHOOLS'  
INSURANCE GROUP**

**JOINT POWERS AGREEMENT**

*Amendments to take effect upon members' concurrence,  
to be effective July 1, 2020*

TABLE OF CONTENTS

	Page
I. PURPOSE .....	2
II. CREATION OF THE REDWOOD EMPIRE SCHOOLS' INSURANCE GROUP (RESIG) .....	2
III. POWERS OF THE AUTHORITY .....	2
IV. MEMBERS AND MEMBERSHIP .....	3
A. New Members.....	3
B. Members' Rights and Obligations.....	3
V. BOARD OF DIRECTORS .....	3
A. Composition .....	3
B. Powers of the Board .....	4
C. Meetings of the Board of Directors .....	4
VI. TERM .....	4
VII. BYLAWS .....	5
VIII. STRICT ACCOUNTABILITY OF FUNDS.....	5
IX. WITHDRAWAL FROM, OR TERMINATION OF, MEMBERSHIP .....	5
X. DISSOLUTION OF RESIG .....	5
XI. INDEMNIFICATION AND CONTRIBUTION .....	6
A. Indemnification .....	6
B. Contribution .....	6
XII. NOTICES .....	7
XIII. PROHIBITION AGAINST ASSIGNMENT .....	7
XIV. AMENDMENT .....	7
XV. SEVERABILITY .....	7
XVI. AGREEMENT COMPLETE .....	7
XVII. EXECUTION IN COUNTERPARTS .....	8

**JOINT POWERS AGREEMENT  
AMONG PUBLIC AGENCIES**

This Agreement is executed by and among those public agencies signatory to this Agreement;

WHEREAS, this Agreement is entered into pursuant to the provisions of California Government Code sections 6500, et seq., which allow two or more public agencies to agree to exercise powers common to the contracting parties;

WHEREAS, Government Code section 990.4 provides for a public agency to self-insure or purchase insurance;

WHEREAS, Government Code section 990.8 enables two or more public entities to agree, pursuant to Government Code sections 6500, et seq., to self-insure or purchase insurance jointly;

WHEREAS, it is to the mutual benefit of the parties herein subscribed, and in the best public interest of said parties, to join together to establish this Joint Powers Agreement (hereinafter "Agreement") to accomplish the purposes hereinafter set forth; and

WHEREAS, since various dates following its formation on July 1, 1979, Redwood Schools' Insurance Group ("RESIG") has successfully operated risk-pooling/group self-insurance, group insurance, and partially self-funded and partially insured loss-control programs for workers' compensation, property damage, public liability, dental benefits, health benefits, and other risks of loss faced by RESIG's members;

WHEREAS, it is the desire of the signatories hereto to continue to jointly provide for a risk-pooling/group self-insurance and/or group insurance system for workers' compensation, property damage, public liability, dental benefits, health benefits, and other types of self-insurance or insurance and related services, for their mutual advantage and concern; and

WHEREAS, the present signatories desire to amend and completely restate this Agreement, created in 1979;



NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL ADVANTAGES TO BE DERIVED THEREFROM, AND IN CONSIDERATION OF THE EXECUTION OF THIS AGREEMENT BY OTHER PUBLIC AGENCIES, EACH OF THE PARTIES HERETO DOES HEREBY AGREE AS FOLLOWS:

**I. PURPOSE**

The parties to this Agreement joined together to develop and fund risk-pooling / group self-insurance, pooling and joint purchase of insurance; establishment and maintenance of funds to pay for pooled losses, provide benefits to the parties' employees, and provide related services.

**II. CREATION OF THE REDWOOD EMPIRE SCHOOLS' INSURANCE GROUP (RESIG)**

Pursuant to Title I, Division 7, Chapter 5, of the California Government Code (sections 6500, et seq.), there is hereby created a public entity, separate and apart from the parties hereto, to be known as the "Redwood Empire Schools' Insurance Group," hereinafter designated as "RESIG" or "the Group." Pursuant to Government Code section 6508.1, the debts, liabilities, or obligations of RESIG do not constitute debts, liabilities, or obligations of any party to this Agreement.

**III. POWERS OF THE AUTHORITY**

RESIG shall have the powers common to member organizations and any additional powers authorized by the Government Code and not limited by the Education Code. These common powers, include, but are not limited to, any or all of the following:

- A. to make and enter into contracts;
- B. to employ agents and employees;
- C. to incur debts, liabilities, or obligations;
- D. to acquire, hold or dispose of property, both real and personal;
- E. to invest any money in its treasury not required for immediate necessities pursuant to Government Code section 6509.5;
- F. to receive and use contributions and advances from member organizations, including contributions or advances of personnel, equipment, or property, pursuant to Government Code section 6504;
- G. to sue and be sued in its own name; and
- H. to exercise all powers that are necessary and proper to carry out the terms of this Agreement and that are otherwise authorized by law. Said powers shall be exercised in the manner provided in the law and in the same manner as those imposed upon Rincon Valley Union School District. If Rincon Valley Union School District is no longer a party to this Agreement, then the manner of exercising the powers shall be those imposed on Sonoma County Office of Education.

#### **IV. MEMBERS AND MEMBERSHIP**

Each member organization, as a party to the Agreement, certifies that it intends to and does contract with all other member organizations as parties to this Agreement, and with such other organizations that may be added as parties to this Agreement in accordance with the Bylaws of RESIG.

##### **A. New Members**

Any local public entity may become a party to this Agreement and a member of the Group upon an affirmative vote of the Board of Directors in accordance with the Bylaws in effect at the time and the payment of fees, charges or contributions as deemed appropriate by the Board.

##### **B. Members' Rights and Obligations**

Each party to this Agreement is entitled to the rights and privileges, and is subject to the obligations, of membership, all as provided in this Agreement, in the Bylaws, and in any other of RESIG's governing documents, all as in effect from time to time.

Each party shall be obligated to:

1. abide by this Agreement, the Bylaws of RESIG, program policies and procedures for those programs in which the party participates, and any other policies or procedures adopted by RESIG;
2. pay contributions, assessments and other charges promptly;
3. appoint a representative and an alternate to act as a member of the Board of Directors of RESIG;
4. provide underwriting and other information requested by RESIG in the administration of the programs in which the member participates; and
5. cooperate with the Group in the investigation and defense of claims.

#### **V. BOARD OF DIRECTORS**

##### **A. Composition**

RESIG shall be governed by a Board of Directors. Each member agency shall appoint in writing a director and an alternate from its employees, who shall serve at the pleasure of the member agency. The alternate appointed by a member agency shall have the authority to participate in, and vote at, any meeting of the Board of Directors when the regular Board member for whom he or she is an alternate is absent from said meeting. Each representative, or the alternate in the absence of the representative, shall have one vote.

A majority of the membership of the Board shall constitute a quorum. Except as otherwise provide in this Agreement, action may be taken by an affirmative vote of the majority or the

quorum; however, where the action affecting only one program, as determined by the Board, only those representatives from members participating in that program may vote on the action.

#### **B. Powers of the Board**

The Board of Directors shall be empowered to govern the operations of RESIG that are not reserved unto the member agencies. The Board of Directors shall have the power to delegate any and all powers not specifically reserved unto itself, to an Executive Committee, Executive Director or other agent of RESIG.

The powers retained unto the Board of Directors shall be the following:

1. approve a new member with a two-thirds affirmative vote of the representatives voting at a regular or special meeting of the Board;
2. expel a member with a two-thirds affirmative vote of the representatives voting at a regular or special meeting of the Board;
3. create or dissolve a program with a two-thirds affirmative vote of the representatives voting at a regular or special meeting of the Board;
4. amend the Bylaws with a two-thirds affirmative vote of the representatives voting at a regular or special meeting of the Board;
5. adopt the annual budget of the Group;
6. adopt an investment policy;
7. establish an Executive Committee and elect its members;
8. establish officers of the Group and elect or appoint the officers from the Board members or staff; and
9. declare assessments and dividends.

#### **C. Meetings of the Board of Directors**

1. All meetings of the Board of Directors shall be called, noticed, held and conducted in accordance with the provisions of Government Code sections 54950, et seq.
2. The Board of Directors shall have at least one regular meeting annually.
3. The Secretary shall provide for the keeping of the minutes of all regular and special meetings of the Board.

#### **VI. TERM**

This Agreement was effective on July 1, 2020 and shall continue until it is terminated in accordance with Article X, Dissolution of RESIG.

The amendments to this Agreement shall become effective upon approval by a two-thirds affirmative vote of the member organizations, unless otherwise stated.

## **VII. BYLAWS**

The Board of Directors of RESIG shall adopt Bylaws that shall govern RESIG. Each party to this Agreement agrees to comply with and be bound by the provisions of the Bylaws as adopted or amended.

## **VIII. STRICT ACCOUNTABILITY OF FUNDS**

RESIG shall be strictly accountable for all funds received and disbursed by it and, to that end, shall establish and maintain such funds and accounts as may be required by generally accepted accounting principles; and reports, receipts, and disbursements, and shall comply with the provisions of Government Code section 6505. Although the funds of RESIG shall be held in common, there shall be an accounting by program.

Pursuant to Government Code section 6505.6, the Board of Directors shall appoint one of the Board members or an employee of the Group to act as Treasurer and one to act as Auditor. The two shall perform the functions imposed on such positions as defined in Government Code section 6505.5. In lieu of appointing a member as Treasurer and another as Auditor, the Board may appoint a Treasurer who shall perform all the required duties of both Treasurer and Auditor. The Treasurer and Auditor shall be appointed or elected pursuant to the Bylaws and shall perform the functions described in Government Code Section 6505.5. The Treasurer or other designee shall cause a financial audit to be performed annually. If the Board designates a separate individual from the Treasurer to act as Auditor, such designation shall be appointed or elected pursuant to the Bylaws,

The Treasurer or Auditor or their designee shall receive, invest and disburse funds only in accordance with the procedures established by the Board, and in conformity with applicable law. The Treasurer shall invest funds in compliance with State law and the investment policy adopted by the Board of Directors.

## **IX. WITHDRAWAL FROM, OR TERMINATION OF, MEMBERSHIP**

A member may terminate its membership or be involuntarily terminated from membership as set forth in the Bylaws and/or in any other of RESIG's governing documents in effect at the time of such withdrawal or involuntary termination. A member's voluntary withdrawal or involuntary termination shall not be construed as a completion of the purpose of this Agreement, and shall not require the return, to any party, of any part of any contribution(s), payment(s), or advance(s) made by any party. A member's voluntary withdrawal or involuntary termination shall not affect the member's obligation to pay its appropriate share of any assessment for additional contributions of funds to RESIG or to any RESIG program.

## **X. DISSOLUTION OF RESIG**

If RESIG's members determine that the purpose of this Agreement has been completed, and that RESIG shall therefore be dissolved, RESIG may be dissolved upon the consent of two-thirds (2/3) of the members who are parties to this Agreement at the time of dissolution. Upon the



vote of two-thirds of the parties to this Agreement to dissolve, RESIG shall continue to function until such time as all liabilities and obligations of RESIG, including, but not limited to, claims liabilities, have been discharged, and any properties or surplus money distributed to the members in accordance with the provisions in the Bylaws. Upon disposition of the assets, RESIG will be terminated and dissolved.

## XI. INDEMNIFICATION AND CONTRIBUTION

### A. Indemnification

The Members of the Board of Directors and their alternates are hereby indemnified, and RESIG does hereby agree to defend, indemnify and hold them, and each of them, free and harmless from all claims, expenses, demands, penalties, fines, forfeitures, judgments, settlements, attorney fees, and any other amounts whatsoever actually and reasonably incurred or threatened by reason of, or as a result of, their official participation and action in pursuance of the execution or the administration of the RESIG Joint Powers Agreement, the Bylaws, or any RESIG program or policy or procedure in the operation of the Joint Powers Authority thereby created, including but not limited to amounts arising out of or by reason of any judicial or quasi-judicial action or proceeding, whether civil, criminal, administrative or investigative, provided that it appears to the satisfaction of the Board of Directors that the indemnitee acted in good faith and in a manner reasonably believed by him or her to be in the best interest of RESIG, or that such person reasonably believed his or her actions to be in the best interest of RESIG, or that such person had reasonable cause to believe that his or her conduct under the circumstances was not unlawful.

The termination of any proceeding by judgment, order, settlement, conviction, or plea of nolo contendere or its equivalent shall not, for purposes of this indemnification provision, of itself create any presumption that the indemnitee did not act in good faith and in a manner which he or she reasonably believed to be in the best interest of RESIG, nor any presumption that such person had reasonable cause to believe that his or her conduct under the circumstances was unlawful. This provision of indemnity shall not be construed to obligate RESIG to pay any liability, including but not limited to punitive damages, which by law would be contrary to public policy or itself unlawful. The Board of Directors in its discretion may provide for errors and omissions insurance coverage for directors, officers, and employees of RESIG, at RESIG's expense.

### B. Contribution

Pursuant to the provisions of Government Code sections 895, et seq., the members of RESIG are jointly and severally liable for any liability which is otherwise imposed by law upon any one of the members or upon RESIG for injury caused by a negligent or wrongful act or omission occurring in the performance of the RESIG Joint Powers Agreement. However, as between RESIG's members themselves, if a member of RESIG is held liable for any such liability and pays in excess of its pro rata share in satisfaction of such liability, such member is entitled to contribution from the other members of RESIG. A RESIG member's pro rata share will be based on that member's premium contributions paid in the fiscal year in which the liability arose,

compared with the premium contributions paid by all RESIG members in such fiscal year. No member may be compelled to make a contribution to the satisfaction of such a liability, beyond its own pro rata share of the entire liability.

## **XII. NOTICES**

Notices to member agencies under this Agreement shall be sufficient if mailed by USPS First-Class Mail, to their respective addresses on file with the Group, or emailed to the representative of the member to the email address on record. Notice to the Group shall be sufficient, if mailed by USPS First-Class Mail, to the address of the Group as contained in the Bylaws.

## **XIII. PROHIBITION AGAINST ASSIGNMENT**

No member agency may assign any right, claim or interest it may have under this Agreement, and no creditor, assignee or third-party beneficiary of any member agency shall have any right, claim, or title to any part, share, interest, or asset of the Group. However, a successor in interest of the member signatory to this Agreement shall have the rights and obligations of the member agency.

## **XIV. AMENDMENT**

This Agreement may be amended by the approval by two-thirds of the member agencies, as shown by a resolution of the governing boards of the member agencies. Proposed amendments shall be given to the Board of Directors at least thirty (30) days prior to a regular or special meeting. Only after discussion and approval by the Board of Directors at a duly noticed meeting, shall an amendment be submitted to the member agencies' governing boards for approval. The amendment shall become effective upon the approval of a two-thirds majority of the member agencies' governing boards, or on such date stated in the proposed amendment, whichever is later. Each member agency shall file with the Group a copy of the resolution of its governing board approving such amendment.

## **XV. SEVERABILITY**

Should any portion, term, or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable, the validity of the remaining portions, terms, conditions and provisions shall not be affected thereby.

## **XVI. AGREEMENT COMPLETE**

The foregoing constitutes the full and complete agreement of the parties. There are no oral understandings or agreements not set forth in writing herein.

**XVII. EXECUTION IN COUNTERPARTS**

This Agreement may be executed in any number of counterparts, each of which when so executed shall be deemed to be an original, but together shall constitute one and the same.

THIS AGREEMENT EXECUTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

BY THE FOLLOWING SIGNATORY PUBLIC AGENCY.

Gravenstein Union School District  
Name of Public Agency

\_\_\_\_\_  
President of the Governing Board

**REDWOOD EMPIRE SCHOOLS'  
INSURANCE GROUP**

**BYLAWS**

*Amendments to take effect upon members' concurrence,  
to be effective July 1, 2020*



## TABLE OF CONTENTS

	<u>Page</u>
I. THE RESIG BOARD OF DIRECTORS .....	1
A. Appointment of Representative .....	1
B. Meetings of the Board of Directors .....	1
1. Regular Meetings .....	1
2. Special Meetings .....	1
3. Ralph M. Brown Act .....	1
C. Quorum .....	1
D. Minutes .....	1
II. EXECUTIVE COMMITTEE .....	2
A. Election .....	2
B. Vacancies .....	2
1. Expired Terms .....	2
2. Vacated Terms .....	2
C. Duties and Powers .....	2
D. Meetings of the Executive Committee .....	2
E. Quorum .....	2
F. Minutes .....	3
III. OFFICERS .....	3
IV. STAFF .....	3
V. FISCAL YEAR .....	3
VI. BUDGET .....	3
VII. ASSESSMENTS .....	3
VIII. ACCOUNTS AND RECORDS .....	4
IX. INVESTING OF RESERVES .....	4
X. MEMBERSHIP .....	5
A. Eligibility .....	5
B. Additional Parties .....	5
XI. WITHDRAWAL FROM, OR INVOLUNTARY TERMINATION OF, MEMBERSHIP .....	5
XII. ENFORCEMENT .....	6
XIII. EFFECTIVE DATE .....	6
XIV. DISPOSITION OF PROPERTY AND FUNDS UPON DISSOLUTION .....	6
XV. RESIG PROGRAMS .....	6
A. Creation of a Program .....	6
B. Programs Requiring Participation .....	6
C. Program Documents .....	6
D. Voting Rights on Issues Affecting Specific Programs .....	6
XVI. AMENDMENTS .....	7

**REDWOOD EMPIRE SCHOOLS'  
INSURANCE GROUP**

**BYLAWS**

**I. THE RESIG BOARD OF DIRECTORS**

**A. Appointment of Representative**

Each participating member agency shall delegate one employee as a member of the RESIG Board of Directors, and one alternate, who may serve in the absence of the representative. Such appointment shall be by resolution of the governing board of the member agency.

**B. Meetings of the Board of Directors**

**1. Regular Meetings**

The Executive Committee shall provide by resolution for Board of Directors meetings. The Board shall hold at least one regular meeting each year, and it is the Board's intent to hold at least one additional meeting in every year in which there is sufficient business to justify a second meeting of the Board. A copy of such resolution shall be filed with each member agency. The time and place of the regular meeting shall be noticed in such public building or other place as may be designated from time to time by the Executive Committee.

**2. Special Meetings**

The Executive Committee or President may call a special meeting of the Board of Directors by providing notice of the time and place of the meeting and the agenda to the representatives and alternates at least 24 hours prior to the meeting.

**3. Ralph M. Brown Act**

All meetings of the Board, including, without limitation, regular, adjourned regular, and special meetings, shall be called, noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (Cal. Gov. Code §§ 54950 et seq.).

**C. Quorum**

A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business. Less than a quorum may adjourn the meeting.

**D. Minutes**

The Secretary shall cause minutes of all meetings to be kept, except for closed sessions, and shall cause a copy of the minutes to be forwarded to each member of the Board.

## **II. EXECUTIVE COMMITTEE**

### **A. Election**

A seven-person Executive Committee shall be elected by the Board of Directors for three-year terms, which shall be staggered. Thus, three members of the Committee shall be elected in one year, two members of the Committee shall be elected in the following year, and two members of the Committee shall be elected in the third year.

### **B. Vacancies**

Whenever a vacancy occurs on the Executive Committee, the vacancy shall be filled by one of the following methods:

#### **1. Expired Terms**

The Executive Committee member opening shall be filled by election of the Board of Directors in accordance with Section II.A. of these Bylaws.

#### **2. Vacated Terms**

The Executive Committee shall be empowered to appoint a member to fill the balance of the vacated term after notification to the Board of Directors and solicitation of interested candidates. Such notification shall describe the term of the vacancy and the procedure the Executive Committee shall use in appointing a replacement.

### **C. Duties and Powers**

The Executive Committee shall be responsible for the ongoing operations of RESIG and is hereby empowered to implement and enforce these Bylaws and such other rules, regulations, and procedures as the Board of Directors may adopt. However, such delegation of power shall not include those powers enumerated in Article V, Section B of the Joint Powers Agreement.

### **D. Meetings of the Executive Committee**

The Executive Committee shall provide for its regular, adjourned regular, and special meetings, provided, however, that it shall hold at least four meetings each year. The dates upon which, and the hour and place at which, any regular meeting shall be held, shall be determined by the President of the Board. The location of the regular meetings shall be such public building or other place as may be designated from time to time by the President.

### **E. Quorum**

A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business. Less than a quorum may meet and adjourn a meeting.

#### **F. Minutes**

The Secretary shall cause minutes of regular, adjourned regular, and special meetings to be kept, except for closed sessions. The Secretary shall have a report of actions taken forwarded to each member of the Executive Committee.

#### **III. OFFICERS**

The Board of Directors shall elect a President, a Vice-President, a Secretary and a Treasurer from the members of the Board prior to the next fiscal year, for an annual term effective at the inception of that fiscal year. The Treasurer shall have the obligations imposed upon the Secretary and Auditor pursuant to Government Code section 6505.5. The Secretary and the Treasurer may be the same individual. A vacancy shall be filled at the next regular meeting of the Board of Directors held after such vacancy occurs, or by a vote of the Executive Committee. Officers so elected shall serve in the same capacity for both the Executive Committee and the Board of Directors. In the absence or inability of the President to act, the Vice-President shall act as President. The President, or in his or her absence the Vice President, shall preside at and conduct all meetings of the Executive Committee and of the Board of Directors.

#### **IV. STAFF**

The Executive Committee shall designate the staff positions for the administration and operation of RESIG, or contract for consultants, claims administrators, general counsel, and/or risk management services. The Executive Committee shall establish job descriptions and recruitment procedures, and hire job candidates for designated staff positions, as needed.

#### **V. FISCAL YEAR**

RESIG shall operate on a fiscal year from July 1 to June 30.

#### **VI. BUDGET**

The Board of Directors shall adopt a budget prior to the inception of the fiscal year to which it applies, showing the purposes for which funds are needed for RESIG and each of RESIG's Programs. A copy of the adopted budget shall be transmitted to each of the participating members

The Board of Directors or the Executive Committee shall annually adopt a schedule of payments which will be necessary to provide for funding of the annual appropriations as adopted in the budget.

#### **VII. ASSESSMENTS**

The Board of Directors may assess the members of RESIG for any fiscal year in which the total financial obligations exceed the revenue for that fiscal year, or the total financial obligations of any one Program exceed the revenues of that Program in any fiscal year. Additional assessments shall be as determined by the RESIG Board of Directors to be financially prudent.



## VIII. ACCOUNTS AND RECORDS

A. RESIG shall establish and maintain such funds and accounts as may be required by good accounting practice and by any provision of law or any resolution of RESIG. Books and records of RESIG in the hands of the Treasurer shall be open to inspection at all reasonable times by representatives of the parties. The Treasurer shall distribute, as soon as practicable after the close of a fiscal year, financial statements summarizing the financial activities of the fiscal year.

B. RESIG shall either make, or contract with a Certified Public Accountant to make, an annual audit of the accounts and records of RESIG. In each case, the minimum requirements of the audit shall be those prescribed by the State Controller for special districts under section 26909 of the California Government Code and shall conform to generally accepted auditing standards. When such an audit of accounts and records is made by a Certified Public Accountant, a report thereof shall be filed as a public record with each of the parties to the Joint Powers Agreement, and also with the County Auditor of the County of Sonoma. Such report shall be filed within six (6) months after the end of the fiscal year under examination.

C. Any costs of the audit, including contracts with or employment of Certified Public Accountants, in making an audit pursuant to this section, shall be borne by RESIG, and shall be a charge against any unencumbered funds of RESIG available for this purpose.

D. Additionally, the Treasurer of RESIG shall assume the duties described in California Government Code section 6505.5, to wit:

1. Receive and prepare a receipt for all RESIG funds and deposit them in the treasury of RESIG, which shall be by deposit with the Sonoma County Office of Education, which shall place it in the Sonoma County Treasury to the credit of RESIG;
2. Be responsible upon his or her official bond for the safekeeping and disbursement of all RESIG funds so held by him or her;
3. Draw, or cause to be drawn, warrants to pay demands against RESIG when the demands have been approved by the Executive Committee; and
4. Verify and submit to the Executive Committee written quarterly financial reports by the last day of July, October, January and April of each year.

## IX. INVESTING OF RESERVES

The Executive Committee shall invest or cause to be invested such reserves as are not necessary for the immediate operation of RESIG in such securities as are prudent, legal for Public Educational Agencies and Joint Powers Authorities, and authorized by the Investment Policy adopted by the Board of Directors.

**X. MEMBERSHIP**

**A. Eligibility**

Any Public Educational Agency in the State of California may be considered for membership, subject to the limitations contained in the Joint Powers Agreement, these Bylaws, or any policy or procedure that RESIG may enact or adopt. A Public Educational Agency shall, for this purpose, be defined as a School District, a Public Charter School, a Community College District, a County Office of Education, a Regional Occupation Program, or a Joint Powers Authority composed of any of the foregoing.

**B. Additional Parties**

1. Any Public Educational Agency within the State of California may become a party to this Joint Powers Agreement upon the approval of the RESIG Board of Directors and due execution of a copy of the RESIG Joint Powers Agreement as in effect at that time.

2. Upon a request for membership by a Public Educational Agency and a submission of information requested by the RESIG staff or Executive Committee, that Public Educational Agency may become a member by a two-thirds (2/3) affirmative vote of the RESIG Board of Directors, upon the recommendation of the RESIG Executive Committee. The Public Educational Agency, upon approval by the Board of Directors, shall execute a copy of the Joint Powers Agreement prior to participating any of the RESIG Programs.

3. Each additional party shall pay to RESIG the appropriate contributions as determined by the RESIG Board of Directors.

**XI. WITHDRAWAL FROM, OR INVOLUNTARY TERMINATION OF, MEMBERSHIP**

A. If, for any reason, two-thirds (2/3) of the RESIG Board of Directors shall vote for involuntary termination of a member agency, such agency's membership in RESIG shall be so terminated.

B. Unless otherwise specified by the RESIG Board of Directors, involuntary termination shall be effective at the end of the fiscal year in which the Involuntary termination occurs, upon a minimum sixty (60) calendar days' written notice.

C. No member may terminate its membership as a party to the RESIG Joint Powers Agreement for three (3) years following initial membership and participation in any RESIG Program. Any member having completed three (3) complete consecutive years as a member of RESIG and a participant in any of RESIG's Programs may withdraw from its status as a member and party to the Joint Powers Agreement at the end of any fiscal year by notifying the Board of Directors in writing prior to December 31 of that fiscal year.

D. The withdrawal or termination of a member shall not act as a completion of the purpose of the Joint Powers Agreement, and such withdrawing or terminated member shall

continue to be responsible for any unpaid contributions, assessments or other liabilities arising from its participation in RESIG.

## **XII. ENFORCEMENT**

The Executive Committee is hereby given full authority to enforce the RESIG Joint Powers Agreement, these Bylaws and all policies and procedures adopted or enacted by RESIG.

## **XIII. EFFECTIVE DATE**

Unless otherwise specified by the Board at the time of enactment, all amendments to these Bylaws shall go into effect immediately upon the date of the Board action amending them.

## **XIV. DISPOSITION OF PROPERTY AND FUNDS UPON DISSOLUTION**

In the event of the dissolution of the RESIG Joint Powers Agreement in accordance with Article IX of that Agreement, any property interest remaining in RESIG shall be sold or disposed of in a prudent manner. All surplus moneys, after discharging all liabilities and obligations, shall be returned to the current members at the time of the vote to dissolve, by pro-rata shares based on the total contributions made by such members.

## **XV. RESIG PROGRAMS**

### **A. Creation of a Program**

The Board of Directors may establish a Coverage Program or a Risk Management Program by a majority vote. Participation in such Programs shall be voluntary unless otherwise specified.

### **B. Programs Requiring Participation**

A member agency must participate in the Property and Liability Program and the Workers' Compensation Program.

### **C. Program Documents**

By vote of the majority of those Board members whose agencies are participating in a specific Coverage Program, the Board of Directors shall adopt a Program document or documents that describes the Program, the participants' rights and obligations, eligibility to participate, means of withdrawing from the Program, and allocations of contributions.

### **D. Voting Rights on Issues Affecting Specific Programs**

A Board of Directors or Executive Committee member may vote only on issues that affect RESIG Programs in which his or her member agency is currently a participant. However, all members of the Board of Directors may vote on the RESIG budget, which includes Program contributions and expenditures. All members of the Board of Directors may vote on the imposition of an assessment where a Program or one of the Program years is insolvent or when it is necessary to maintain or restore its financial integrity.

In addition to the voting on assessments, all members of the Board of Directors may vote on the distribution of funds from any of the programs.

#### **XVI. AMENDMENTS**

Amendments to these Bylaws may be proposed by the designated Board representative of any member agency and may be passed by a two-thirds (2/3) affirmative vote of all Board members (or alternates) present at a regular meeting at which a quorum is present.



**REDWOOD EMPIRE SCHOOLS' INSURANCE GROUP**  
**WORKERS' COMPENSATION PROGRAM DOCUMENT**

This **Workers' Compensation Program Document**, containing the rules for the operation of the Workers' Compensation Program, shall become effective as of July 1, 2020. This document may be amended from time to time as described in Section 15. The following rules of operation shall remain in effect until amended by the **Board of Directors** or until this Program is terminated under Section 12 and shall be binding on the **Members** of the Program.

**1. PURPOSE OF THE PROGRAM**

This Workers' Compensation Program shall provide coverage for liabilities imposed upon the **Members** because of the California Workers' Compensation Law, Labor Code sections 3200 et seq., during the period for which the **Member** participated, subject to limitations and conditions imposed by this **Program Document** and the **Memorandum of Workers' Compensation Coverage**. The Workers' Compensation Program shall also provide the **Members** with limits in excess of the Program's **Self-insured Retention** through the purchase of excess insurance, reinsurance, and/or participation in other risk sharing pools.

**2. DEFINITIONS**

The following terms shall have the meaning as herein stated:

**Covered Party** shall mean an employer named in the **Memorandum of Workers' Compensation Coverage** and which is entitled to receive coverage under such Program.

**Representative** shall mean the representative or the alternate, whoever has the right to vote at the Board meeting, appointed by the **Member** to represent it at **RESIG's** Board meeting.

**Self-insured Retention** shall mean the maximum amount of any one loss that **RESIG** assumes under this Workers' Compensation Program.

**Memorandum of Workers' Compensation Coverage** shall mean the document that grants coverage to the **Covered Parties** under this Program and provides additional terms and conditions of coverage.

**Workers' Compensation Manager** shall mean the person holding that position as an employee or other person designated by the **Board of Directors**.

**3. HIERARCHY OF DOCUMENTS**

This **Workers' Compensation Program Document** is a governing document of **RESIG**. However, the Joint Powers Agreement and the Bylaws of **RESIG** shall supersede this document, and any provision in this document shall be construed to be consistent with the Joint Powers Agreement and the Bylaws. Any provision not consistent with the Joint Powers Agreement and the Bylaws shall be invalid to the extent that it is in conflict with the Joint Powers Agreement or the Bylaws.

#### 4. PARTICIPATION

##### a. Eligibility

A **Member** of **RESIG** must participate in this Workers' Compensation Program. Should the **Member** withdraw from participation in this Program, the **Member** shall automatically be terminated from the Joint Powers Agreement. Such **Member** shall remain responsible for the portions of the liabilities imposed on this Workers' Compensation Program during the period of time the **Member** participated in this Program.

##### b. Member's Obligations

A **Member** shall:

- i. Provide underwriting information promptly upon request from **RESIG**;
- ii. Provide copies of any resolution extending workers' compensation benefits to volunteers;
- iii. Report claims to **RESIG** according to the Memorandum of Workers' Compensation Coverage;
- iv. Cooperate with **RESIG** in claims management;
- v. Abide by loss control activities as required by **RESIG**;
- vi. Pay **Contributions** and assessments as outlined in Section 7;
- vii. Obtain and maintain a certificate of Consent to Self-Insure with the Department of Industrial Relations, Office of Self-Insurance Plans; and
- viii. Abide by any obligations imposed upon the **Member** by this Program Document or the Memorandum of Workers' Compensation Coverage.

#### 5. CLAIMS ADMINISTRATION

##### a. RESIG to Manage Claims

**RESIG** shall have the power, authority, and duty to manage all aspects of workers' compensation claims covered under the Memorandum of Coverage issued to a **Member** and occurring during the period of the **Member's** participation.

##### b. Claims Management Services

**RESIG** shall hire employees to provide claims management services. Those **Members' Representatives** at a regular or special **Executive Committee** meeting may approve, with a majority vote, employee positions or contracts for the claims management services.

c. Penalties

RESIG shall pay any and all penalties imposed by the Workers' Compensation Laws because of the conduct of RESIG. Such payments will be paid from the operating funds of the Workers' Compensation Program. The Member shall pay any and all penalties imposed by the Workers' Compensation Laws because of the conduct of the Member.

d. Settlement

The claims from this Program and retained by RESIG are managed by employees of RESIG. RESIG shall create positions of Claims Examiner I, Claims Examiner II, and Claims Manager. A Workers' Compensation Claims Examiner I shall have the authority to settle any claim up to and including \$25,000. A Workers' Compensation Claims Examiner II shall have the authority to settle any claim up to and including \$35,000. The Workers' Compensation Claims Manager shall have the authority to settle any claim up to \$75,000. The Executive Director, with concurrence from the Claims Manager, shall have authority to settle any claim up to and including \$100,000. The Executive Committee shall have authority to settle any claim covered by this Program.

e. Claims Audit

At least once every two years, RESIG will contract for an independent audit of the claims activities to determine the efficiency and effectiveness of the claims management and the appropriateness of the claims reserves. Such auditor shall be chosen by the Executive Director.

6. RESTRICTED OPERATING FUND

A fund shall be established and maintained out of the Member Contributions for the purpose of paying workers' compensation claims and related expenses. The Contributions paid by the Members shall be credited to this fund and shall be the repository of the "Reserves" to be used for future workers' compensation payments. The funds in this restricted operating fund may be commingled with the other funds of RESIG.

7. FUNDING OF THE PROGRAM

a. Actuarial Study

At least annually, the Executive Committee shall contract with an independent actuary for a report that projects funding requirements for the next fiscal year. The actuary shall also project outstanding liabilities as of the end of the fiscal year to be used in determining the liabilities to be reflected in the fiscal year ending financial statements. Such projected funding and outstanding liabilities shall be projected to include confidence levels sufficient to determine the desired funding levels and minimum net assets.



**b. Funding for the Fiscal Year**

The **Board of Directors** shall adopt a budget prior to the inception of a fiscal year that will reflect the expected costs of the Workers' Compensation Program, the **Contributions** anticipated for the year and the allocation of such **Contributions** to **Members**. Generally, the funding of a fiscal year shall be at the eighty (80) percent funding level as determined by the actuary. The budgeted **Contributions** may provide for the accumulation of additional funds in excess of the eighty percent to alleviate the need for assessments to increase funds to meet the target equity amount established by the **Board of Directors**.

**c. Program Year Accounting**

A **Program Year** is defined by the fiscal year in which the funding is collected. An accounting of the **Contributions** by **Members** shall be used to allocate the expenses of the Program during the **Program Year**. The **Contributions** for the **Program Year** shall be adjusted periodically as defined in Sections 7. f and g .

**d. Allocation of Contributions**

The allocation of **Contributions** for a fiscal year shall be based on the **Member's** payroll times the rate adopted by the Board times that **Member's** experience modification factor. The rate adopted by the Board is expected to develop enough total **Contributions** to cover the expected losses for the fiscal year and the costs of general and claims administration. The rate may be altered to reflect interest or other income, desired margin for adverse claims development or an increase or decrease in existing funds available to pay outstanding claims liabilities.

The experience modification factor shall use factors, among others, developed by the Workers' Compensation Insurance Rating Bureau, W.C.I.R.B.

**e. Payments of Contributions**

- i. **Member Contributions** shall be payable due on the first day of October, January and April of each fiscal year and overdue on the 20<sup>th</sup> of the same month. The October and January payments shall represent 40% of the estimated annual **Contribution** for the **Member**, and the April payment shall represent the remaining 20%. **Member Contributions** shall be based upon estimated annual payroll. After the close of the fiscal year, the estimated annual **Contribution** shall be adjusted using the actual payroll for that fiscal year.

**f. Deficiencies in Funding**

- i. A **Program Year** shall be assessed for amounts determined by the Executive Committee necessary to raise sufficient funds such that the assets are at least equal to the liabilities of the Workers' Compensation Program as a whole.



- ii. The Executive Committee may assess a **Program Year** that is not funded at an eighty-five (85) percent confidence level for any amount deemed appropriate by the Executive Committee.
- iii. Each **Member's** assessment shall be in the proportion that its **Contributions** for the **Program Year** are to the total Contributions of all **Members** for that **Program Year**.

**g. Return of Equity**

If the Workers' Compensation Program as a whole has equity in excess of the target equity set in its Target Equity Policy and a **Program Year** is funded in excess of the eighty-five (85) percent confidence level, the Executive Committee may return those funds in excess of the eighty-five percent confidence level to the **Members** that participated in the Program during that **Program Year**. However, the Executive Committee shall not return more than the following amounts of the funds above the eighty-five percent confidence level:

<u>Year Ending</u>	<u>Allocation</u>
Program Year	No Allocation
Program Year + 1	No Allocation
Program Year + 2	No Allocation
Program Year + 3	No Allocation
Program Year + 4	No Allocation
Program Year + 5	10 % of the Returnable Amount
Program Year + 6	20 % of the Returnable Amount
Program Year + 7	30 % of the Returnable Amount
Program Year + 8	40 % of the Returnable Amount
Program Year + 9	50 % of the Returnable Amount
Program Year + 10	70 % of the Returnable Amount
Program Year + 11	90 % of the Returnable Amount
Remaining Program Years	100 % of the Returnable Amount

Returnable Amount is the funds in excess of the eighty-five percent confidence level as determined by the latest actuarial study.

**8. SUBROGATION RECOVERIES**

**RESIG** shall have the authority to seek and recover subrogation monies whenever actions by third parties cause workers' compensation claims against **Member** agencies. Such monies shall be applied as a reduction in the net incurred amount of such claim.

## 9. EXCESS LIABILITY INSURANCE - WORKERS' COMPENSATION

The **Board of Directors** shall establish **RESIG's Self-insured Retention** and the amount and kind of excess coverage for the next fiscal year prior to the inception of that year.

## 10. WITHDRAWAL FROM THE PROGRAM

A **Member** may only withdraw from this **Workers' Compensation Program** by withdrawing as a **Member** of the Joint Powers Agreement in accordance with the procedures established in Article XI of the Bylaws. Notwithstanding the withdrawal, a withdrawing **Member** shall continue to be responsible for assessments made against **Program Years** in which the **Member** participated. A withdrawing member shall also have rights to return of contributions, when declared by the **Board of Directors**, for the **Program Years** in which the **Member** participated.

The amounts due upon withdrawal are due within sixty (60) days of the calculation of the withdrawal fees.

## 11. EXPULSION

The **Board of Directors** may expel a **Member** from the Program and the Joint Powers Agreement in accordance with the procedures established in Article XI of the Bylaws for expulsion of a **Member** from the Agreement.

## 12. PROGRAM TERMINATION

This Workers' Compensation Program may be terminated with two-thirds vote of the **Board of Directors** at a duly noticed regular or special meeting. Such termination shall be effective at the end of a fiscal year unless otherwise declared by the Board. The Workers' Compensation Program shall continue to fulfill any outstanding obligations existing at the time of the termination. The Workers' Compensation Program may assess, or distribute excess funds to, **Members** in proportion to their past **Contributions**. Any actions requiring a vote of the **Members' Representatives** shall be delegated to all voting members of the **Board of Directors**.

## 13. MEMORANDUM OF COVERAGE

The **Board of Directors** shall adopt a **Memorandum of Coverage** describing the coverages provided under this Program. The **Board of Directors** may amend the Memorandum as deemed necessary or appropriate.

## 14. POLICIES AND PROCEDURES

The **Board of Directors** may adopt or amend policies and procedures pertaining to this **Workers' Compensation Program** as long as such policies or procedures do not conflict with this document.

**15. AMENDMENTS**

The **Board of Directors** may amend this document by a majority vote at a regular or special meeting of the **Board of Directors**.

Those provisions reserving rights onto the **Board of Directors** may only be amended by a majority vote of all Board members present and voting at a regular or special meeting of the **Board of Directors**.

REDWOOD EMPIRE SCHOOLS' INSURANCE GROUP  
PROPERTY AND LIABILITY PROGRAM DOCUMENT

This **Property and Liability Program Document**, containing the rules for the operation of the **Property and Liability Program**, shall become effective as of July 1, 2020. This document may be amended as described in Section 15. The following rules of operation shall remain in effect until amended by the **Board of Directors** or until this Program is terminated under Section 12 and shall be binding on the **Members** of the Program.

**1. PURPOSE OF THE PROGRAM**

This **Property and Liability Program** shall provide coverage for liabilities imposed upon the **Members** arising out of the operations of the **Covered Parties**, subject to limitations and conditions imposed by this **Program Document**, the **Memorandum of Liability Coverage** and any excess liability coverage purchased on behalf of the **Members**. This **Property and Liability Program** shall also provide coverage for loss of property suffered by the **Member**, subject to limitations and conditions defined in the **Memorandum of Property Coverage**, if applicable, and any coverage provided by primary or excess insurance policies purchased on behalf of the **Members**.

**2. DEFINITIONS**

The following terms shall have the meaning as herein stated:

**Covered Party** for liability coverage shall mean a **Member** or other affiliated entities defined in the Covered Parties Section of the **Memorandum of Liability Coverage**. **Covered Party** for property coverage shall mean a **Member** or other affiliated entities defined in the Covered Parties Section of the **Memorandum of Property Coverage**.

**Representative** shall mean the representative or the alternate, whoever has the right to vote at the Board meeting, appointed by the **Member** to represent it at **RESIG's** Board meeting.

**Self-insured Retention** shall mean the maximum amount of any one loss that **RESIG** assumes under this **Property and Liability Program**.

**Memorandum of Liability Coverage** or **Memorandum of Property Coverage** shall mean the document that grants coverage to the **Covered Parties** under this Program and provides additional terms and conditions of coverage.

**Property and Liability Manager** shall mean the person holding that position as an employee or other person designated by the **Board of Directors**.

**3. HIERARCHY OF DOCUMENTS**

This **Property and Liability Program Document** is a governing document of **RESIG**. However, the Joint Powers Agreement and the Bylaws of **RESIG** shall supersede this document,

RESIG Property and Liability Program Document – eff. 7/1/2020



and any provision in this document shall be construed to be consistent with the Joint Powers Agreement and the Bylaws. Any provision not consistent with the Joint Powers Agreement and the Bylaws shall be invalid to the extent that it is in conflict with the Joint Powers Agreement or the Bylaws.

#### 4. PARTICIPATION

##### a. Eligibility

A **Member** of **RESIG** must participate in this **Property and Liability Program**. Should the **Member** withdraw from participation in this Program, the **Member** shall automatically be terminated from the Joint Powers Agreement. Such **Member** shall remain responsible for the portions of the liabilities imposed on this **Property and Liability Program** during the period of time the **Member** participated in this Program.

##### b. Member's Obligations

A **Member** shall:

- i. Provide underwriting information promptly upon request from **RESIG**;
- ii. Report claims to **RESIG** according to the Memorandum of Liability Coverage and Property Coverage document;
- iii. Cooperate with **RESIG** in claims management;
- iv. Abide by loss control activities as required by **RESIG**;
- v. Pay **Contributions** and assessments as outlined in Section 7; and
- vi. Abide by any obligations imposed upon the **Member** by this **Program Document**, the **Memorandum of Liability Coverage**, or the **Memorandum of Property Coverage** and any other policies adopted by the Board.

#### 5. CLAIMS ADMINISTRATION

##### a. RESIG to Manage Claims

**RESIG** shall have the power, authority, and duty to manage all aspects of all claims covered under the **Memorandum of Coverage** issued to a **Member** and occurring during the period of the **Member's** participation.

##### b. Claims Management Services

**RESIG** may hire employees to provide, or contract for, claims management services. Those **Members' Representatives** at a regular or special **Board of Directors** meeting may approve, with a majority vote, employee positions or contracts for the claims management services.

c. **Settlement**

The claims from this Program and retained by **RESIG** are managed by employees of **RESIG**. **RESIG** shall create positions of Claims Adjuster, Senior Claims Adjuster, and Director of Risk Management. A Claims Adjuster shall have the authority to settle any property or liability claim up to and including \$15,000. A Senior Claims Adjuster shall have the authority to settle any property or liability claim up to and including \$25,000. The Director of Risk Management shall have the authority to settle any property claim up to and including \$75,000, or any liability claim up to and including \$100,000. The Executive Director shall have authority to settle any property claim up to and including \$100,000, or any liability claim up to and including \$250,000.

d. **Claims Audit**

At least once every two years, **RESIG** will contract for an independent audit of the claims activities to determine the efficiency and effectiveness of the claims management and the appropriateness of the claims reserves. Such auditor shall be chosen by the Executive Director.

6. **RESTRICTED OPERATING FUND**

A fund shall be established and maintained out of the **Member Contributions** for the purpose of paying property and liability claims and related expenses. The **Contributions** paid by the **Members** shall be credited to this fund and shall be the repository of the "Reserves" to be used for future property and liability payments. The funds in this restricted operating fund may be commingled with the other funds of **RESIG**.

7. **FUNDING OF THE PROGRAM**

a. **Actuarial Study**

At least annually, the Executive Committee shall contract with an independent actuary for a report that projects funding requirements for the next fiscal year. The actuary shall also project outstanding liabilities as of the end of the fiscal year to be used in determining the liabilities to be reflected in the fiscal year ending financial statements. Such projected funding and outstanding liabilities shall be projected to include confidence levels sufficient to determine the desired funding levels and minimum net assets.

b. **Funding for the Fiscal Year**

The **Board of Directors** shall adopt a budget prior to the inception of a fiscal year that will reflect the expected costs of the Property and liability Program, the **Contributions** anticipated for the year and the allocation of such **Contributions** to **Members**. Generally, the funding of a fiscal year shall be at the eighty (80) percent funding level as determined by the actuary. The budgeted **Contributions** may provide for the accumulation of additional funds in excess of the eighty percent to alleviate the need for assessments to increase funds to meet the target equity amount established by the **Board of Directors**.

c. **Program Year Accounting**

A **Program Year** is defined by the fiscal year in which the funding is collected. An accounting of the **Contributions by Members** shall be used to allocate the expenses of the Program during the **Program Year**. The **Contributions** for the **Program Year** shall be adjusted periodically as defined in Sections 7.f and g.

d. **Allocation of Contributions**

The allocation of liability **Contributions** for a fiscal year shall be based on the **Member's** average daily attendance (ADA) of the prior full program year from the time of the calculation times the rate adopted by the Board. The allocation of property **Contributions** for a fiscal year shall be based on the **Member's** latest reported total insured value times the rate adopted by the Board. The total **Contributions** for both property and liability coverage shall be adjusted by multiplying the total **Contributions** by that **Member's** experience modification factor. The rate adopted by the Board is expected to develop enough total **Contributions** to cover the expected losses for the fiscal year and the costs of general and claims administration. The rate may be altered to reflect interest or other income, desired margin for adverse claims development or an increase or decrease in existing funds available to pay outstanding claims liabilities.

The experience modification factor to be used in the calculation of the **Members' Contributions** shall be as follows:

<b>Loss Ratio</b>	<b>Experience Modification</b>
0 to 50%	0.75
51 to 75%	0.90
76 to 100%	1.00
101 to 110%	1.10
111 to 120%	1.20
121 to 130%	1.30
131 to 140%	1.40
141 to 150	1.50
151 or greater	1.60

The Loss Ratio shall be determined by dividing the total of the three most recent fully completed **Program Years** loss costs of the **Member**, evaluated as of the most recent December 31<sup>st</sup>, by the total of the corresponding **Program Years'** contributions attributable to claims funding for the **Member**.



e. **Payments of Contributions**

**Member Contributions** shall be payable at the beginning of each **Program Year** and overdue on the 20th day of that month.

In the event of a fiscal emergency, the Executive Committee may delay this collection schedule, provided that all of the **Member's Contributions** payable for the **Program Year** are collected within the **Program Year** and the **Program** has sufficient cash to support such a delay.

f. **Deficiencies in Funding**

- i. A **Program Year** shall be assessed for amounts determined by the Executive Committee necessary to raise sufficient funds such that the assets are at least equal to the liabilities of the **Property and Liability Program** as a whole.
- i. The Executive Committee may assess a **Program Year** that is not funded at an eighty-five (85) percent confidence level for any amount deemed appropriate by the Executive Committee.
- ii. Each **Member's** assessment shall be in the proportion that its **Contributions for the Program Year** are to the total **Contributions of all Members** for that **Program Year**.

g. **Return of Equity**

If the **Property and Liability Program** as a whole has equity in excess of the target equity set in its Target Equity Policy and a **Program Year** is funded in excess of the eighty-five (85) percent confidence level, the Executive Committee may return those funds in excess of the eighty-five percent confidence level to the **Members** that participated in the **Program** during that **Program Year**. However, the Executive Committee shall not return more than the following amounts of the funds above the eighty-five percent confidence level:

<u>Year Ending</u>	<u>Allocation</u>
Program Year	No Allocation
Program Year + 1	No Allocation
Program Year + 2	No Allocation
Program Year + 3	No Allocation
Program Year + 4	No Allocation
Program Year + 5	20% of the Returnable Amount
Program Year + 6	40% of the Returnable Amount
Program Year + 7	60% of the Returnable Amount
Remaining Program Years	100% of the Returnable Amount



Returnable Amount is the funds in excess of the eighty-five percent confidence level as determined by the latest actuarial study.

#### 8. SUBROGATION RECOVERIES

**RESIG** shall have the authority to seek and recover subrogation monies whenever actions by third parties cause property or liability claims by a **Member**. Such monies shall be applied as a reduction in the net incurred amount of such claim. After **RESIG** has recovered its payments and expenses, any amounts available to reimburse the **Member** for its deductible, shall be returned to the **Member**.

If recovery is in the form of recovered property, the Executive Director shall have the authority to negotiate a fair market value of the recovered property with the **Member** sustaining such loss and return the property to the **Member**. Should the **Member** not wish to repurchase the property from **RESIG**, then **RESIG** may dispose of the property in a manner the Executive Director deems appropriate.

#### 9. EXCESS LIABILITY INSURANCE - PROPERTY AND LIABILITY

The **Board of Directors** shall establish **RESIG's Self-insured Retention** and the amount and kind of excess coverage for the next fiscal year prior to the inception of that year.

#### 10. WITHDRAWAL FROM THE PROGRAM

A **Member** may only withdraw from this **Property and Liability Program** by withdrawing as a **Member** of the Joint Powers Agreement in accordance with the procedures established in Article XI of the Bylaws. Notwithstanding the withdrawal, a withdrawing **Member** shall continue to be responsible for assessments made against **Program Years** in which the **Member** participated. A withdrawing **Member** shall also have rights to a return of contributions, when declared by the **Board of Directors**, for the **Program Years** in which the **Member** participated.

#### 11. EXPULSION

The **Board of Directors** may expel a **Member** from the Program and the Joint Powers Agreement in accordance with the procedures established in Article XI of the Bylaws for expulsion of a **Member** from the Agreement.

#### 12. PROGRAM TERMINATION

This **Property and Liability Program** may be terminated with two-thirds vote of the **Board of Directors** at a duly noticed regular or special meeting. Such termination shall be effective at the end of a fiscal year unless otherwise declared by the Board. The **Property and Liability Program** shall continue to fulfill any outstanding obligations existing at the time of the termination. The **Property and Liability Program** may assess, or distribute excess funds to, **Members** in proportion to their past **Contributions**.

### 13. MEMORANDUM OF COVERAGE

If any portion of the property coverage or liability coverage is retained or reinsured by **RESIG**, the **Board of Directors** shall adopt a **Memorandum of Coverage** describing the coverages provided within the retained or reinsured risk under this Program. The **Board of Directors** may amend the **Memorandum** as deemed necessary or appropriate.

### 14. POLICIES AND PROCEDURES

The **Board of Directors** may adopt or amend policies and procedures pertaining to this **Property and Liability Program** as long as such policies or procedures do not conflict with this document.

### 15. AMENDMENTS

The **Board of Directors** may amend this document by a majority vote at a regular or special meeting of the **Board of Directors**.

Those provisions reserving rights onto the **Board of Directors** may only be amended by a majority vote of all Board members present and voting at a regular or special meeting of the **Board of Directors**.

REDWOOD EMPIRE SCHOOLS' INSURANCE GROUP

EMPLOYEE BENEFIT PROGRAM DOCUMENT

This **Employee Benefit Program Document**, containing the rules for the operation of the **Employee Benefit Program**, shall become effective as of July 1, 2020. This **Employee Benefit Program Document** applies to the **Medical Benefits Plan**, the **Dental Plan** and the **Vision Plan**. This document may be amended as described in Section 15 . The following rules of operation shall remain in effect until amended by the **Board of Directors** or until this Program is terminated under Section 12 and shall be binding on the **Members** of the Program.

1. DESCRIPTION OF PROGRAM

This **Employee Benefit Program** shall provide coverage for benefits described in the **Employee Benefit Plan** descriptions during the period for which the **Participant** participated, subject to limitations and conditions imposed by this **Employee Benefit Program Document** and the particular plan adopted by the **Participant**.

2. DEFINITIONS

The following terms shall have the meaning as herein stated:

**Contributions** shall mean amounts paid or payable to RESIG to fund losses retained by RESIG and to pay expenses, including insurance premiums.

**Employee Benefit Plan** shall mean the **Medical Benefits Plan**, the **Dental Plan** or the **Vision Plan** chosen by the **Participant** to which its employees may subscribe.

**Employee Benefit Plan Document** shall mean any and all documents describing the plan benefits and eligibility of the **Participant's** employees and the duties and obligations of the **Participant**, whether such documents are those of **RESIG** or the plan administrator.

**Participant** shall mean those **Members** of **RESIG** that have selected to participate in this **Employee Benefit Program**.

**Plan Year** shall mean the period of time defined by the Plan itself and the period during which the designated benefits will be offered.

**Representative** shall mean the representative or the alternate, whoever has the right to vote at the **Board** meetings, appointed by the **Participant** to represent it at **RESIG's Board** meetings.

3. HIERARCHY OF DOCUMENTS

This **Employee Benefit Program Document** is a governing document of **RESIG**. However, the Joint Powers Agreement and the Bylaws of **RESIG** shall supersede this document, and any provision in this document shall be construed to be consistent with the Joint Powers Agreement

# REDWOOD EMPIRE SCHOOLS' INSURANCE GROUP

## EMPLOYEE BENEFIT PROGRAM DOCUMENT

and the Bylaws. Any provision not consistent with the Joint Powers Agreement and the Bylaws shall be invalid to the extent that it is in conflict with the Joint Powers Agreement or the Bylaws.

### 4. PARTICIPATION

#### a. Eligibility

A **Member** of **RESIG** may participate in this **Employee Benefit Program** upon a written letter of intent to participate, a resolution of the Board of Directors of the **Member** stating the desire to participate, and acceptance by the **Executive Committee**. Such letter of intent must be received at least ninety (90) days prior to the desired commencement of coverage and the resolution from the Board of Directors received prior to participation. A new **Participant** must commit to participation for at least three full fiscal years.

#### b. Participant's Obligations

A **Participant** shall:

- i. Cooperate with **RESIG** in claims management;
- ii. Pay contributions and assessments as required by the plan in which the **Participant** participates; and
- iii. Abide by any obligations imposed upon the **Participant** by this **Employee Benefit Program Document** or the **Employee Benefit Plan Documents** applicable to the benefit plan in which the **Participant** participates.

### 5. CLAIMS ADMINISTRATION

#### a. Authority to Manage Claims

**RESIG** shall have the power, authority, and duty to **manage** all aspects of **Employee Benefit Plan** claims covered by an **Employee Benefit Plan** of which some, or all, of the claims are retained by **RESIG**. All other claims shall be **managed** by the **Employee Benefit Plan** insurer or designated **Benefit Administrator**.

#### b. Benefit Administration Service

**RESIG** may contract for benefit administration of the **Employee Benefit Plans** in which some or all of the claims are retained by **RESIG**. Such **Benefit Administrator** shall inform the **Participants** of the means by which claims are to be reported and other administrative requirements necessary for the effective administration of the **Employee Benefit Plan**.



REDWOOD EMPIRE SCHOOLS' INSURANCE GROUP

EMPLOYEE BENEFIT PROGRAM DOCUMENT

6. FUNDING OF THE PROGRAM

a. Allocation of Contributions

The allocation of Contributions for a **Plan Year** shall be based on the **Participant's** chosen **Employee Benefit Plans** and the number of employees participating in the plans. The rate adopted by the **Board** is expected to develop enough total contributions to cover the expected losses retained by **RESIG** for the fiscal year, the costs of general and **Employee Benefit Plan** administration, and the costs of insurance.

b. Payments of Contributions

**Participant's** contributions shall be payable in monthly increments based on the **Employee Benefit Plan** rates and the number of employees enrolled in the plans.

7. RESTRICTED TRUST FUND (OPERATING FUND)

A restricted trust fund shall be established and maintained out of the **Participant's** contributions to the **Dental Plan** for the purpose of paying claims and related expenses arising out of that plan. This fund shall be the repository of the "Reserves" to be used for future **Dental Plan** benefit payments and administrative costs.

8. WITHDRAWAL FROM THE PROGRAM

Provided a **Participant** has participated in the **Employee Benefit Plan** for at least three full fiscal years, the **Participant** may withdraw from that **Employee Benefit Plan** by Notice of Withdrawal, accompanied by a resolution of the governing board of a **Participant** to that effect. For withdrawal from any of the **Employee Benefit Plans**, Notice of Withdrawal must be given to **RESIG** by December 31st prior to the actual withdrawal date of September 30th of the following year.

9. EXPULSION

The **Board of Directors**, with a two-thirds vote of those voting at a regular or special meeting, may expel a **Participant** from any of the **Employee Benefit Plans** provided the **Participant** is given notice of such expulsion at least ninety (90) days prior to the effective date of such expulsion.

10. PROGRAM TERMINATION

This **Employee Benefit Program** may be terminated with two-thirds vote of the **Board of Directors** at a regular or special meeting. Such termination shall be effective at the end of a fiscal year. The **Employee Benefit Program** shall arrange for the fulfillment of any outstanding obligations at the time of the termination. Any actions requiring a vote of the **Participants' Representatives** shall be delegated to all voting members of the **Board of Directors**.

# REDWOOD EMPIRE SCHOOLS' INSURANCE GROUP

## EMPLOYEE BENEFIT PROGRAM DOCUMENT

Any **Employee Benefit Plan** that is part of this **Employee Benefit Program** may be terminated with two-thirds vote of the **Representatives** of the **Participants** in the **Employee Benefit Program** on the **Board of Directors** at a regular or special meeting of the **Board**.

### 11. DISPUTE RESOLUTION

If a **Participant** has a dispute regarding rights and obligations under this **Employee Benefit Program Document**, such dispute shall be taken to the Executive Committee for resolution. The Executive Committee shall make findings and take appropriate action at a regular or special meeting of the Executive Committee. The **Participant** may appeal such decision to the **Board of Directors**. The decision of the **Board of Directors** shall be final and binding on **RESIG** and the **Member**.

### 12. POLICIES AND PROCEDURES

The **Representatives** of the **Participants** on the **Board of Directors** may adopt policies and procedures pertaining to this **Employee Benefit Program** or any of the **Employee Benefit Plans** that are part of this **Employee Benefit Program** as long as such policies or procedures do not conflict with this **Employee Benefit Program Document**.

### 13. AMENDMENTS

The **Board of Directors** may amend this **Employee Benefit Program Document** by a majority vote at a regular or special meeting of the **Board of Directors**.

### 14. ELIGIBLE ENROLLEES

#### a. Eligibility and Requirements

##### 1) Active Employees

Permanent or probationary employees who work a minimum of 20 hours per week or 50% of the position are eligible. **Participants** may limit coverage to employees who work more than 20 hours per week or more than 50% of the position if they choose to do so, but they may not negotiate to cover employees who work less than this minimum requirement. Active employees (employees who are not on an approved leave of absence) who work fewer than the number of hours required or who do not receive **Participant** paid benefits based on a pro rata share of what is contributed towards an eight-hour or full-time employee, are not eligible.

All eight-hour/full-time employees or employees who receive the same contribution as an eight-hour/full-time employee **must** enroll in all medical coverage offered through **RESIG** as the subscriber. If the **Member** has a three-tier rate structure, dependent coverage is optional.

Permanent part-time employees who work a minimum of 20 hours per week or 50% of the position and receive contribution based on a pro rata share of the number of hours worked, may enroll when first eligible or may decline coverage. If they enroll, they may enroll in all coverage

REDWOOD EMPIRE SCHOOLS' INSURANCE GROUP

EMPLOYEE BENEFIT PROGRAM DOCUMENT

offered by the Participant through RESIG. If they decline coverage, they must complete a Declination of Coverage. According to the Health Insurance Portability and Accountability Act (HIPAA) of 1996, an employee who declines coverage for himself/herself and his/her eligible dependents because they are covered elsewhere, must be allowed to enroll immediately upon loss of coverage. He/she must contact the Participant within 30 days of loss of coverage and submit evidence of "loss of coverage elsewhere" with the signed and completed enrollment or change form.

Permanent part-time employees who work a minimum of 20 hours per week or 50% of the position and receive contribution based on a pro rata share of the number of hours worked, may terminate coverage on the first of the month following a written notification. Retro terminations will not be allowed. Part-time employees who terminate coverage may not re-enroll until the next Open Enrollment Period, unless they are eligible for a Special Enrollment Opportunity under HIPAA.

2) **Surviving Spouse of Active Certificated and Classified Employee**

The Participant must offer the surviving spouse of a certificated employee the same medical benefits that active, certificated employees are offered (California Education Code §§ 7000-7008). If the Participant has a policy that allows surviving spouses of classified employees to continue coverage, they are considered eligible. RESIG must be notified in writing of this policy. If the Participant does not have such a policy, the surviving spouse may be entitled to COBRA.

3) **Retirees**

**Certificated Retirees.** Participants must offer certificated retirees and their surviving spouses the same medical benefits that active, certificated employees are offered (California Education Code §§ 7000-7008).

**Classified Retirees.** If the Participant has a policy that allows classified retirees and their surviving spouse to continue coverage, they are eligible. RESIG must be notified in writing of this policy. If the Participant does not have such a policy, the retiree may be entitled to COBRA.

Retirees must enroll in coverage within thirty (30) days of losing active employee coverage. If the retiree does not maintain continuous coverage, or if they elect to enroll in one of RESIG's retiree plan options, they cannot enroll in the Participant's medical coverage at any subsequent Open Enrollment. Retirees or retirees' spouses age 65 and older must attach a copy of their Medicare I.D. card to their enrollment form. Retirees who are not enrolled in Medicare Part A and/or Part B will be charged a different and higher rate.



# REDWOOD EMPIRE SCHOOLS' INSURANCE GROUP

## EMPLOYEE BENEFIT PROGRAM DOCUMENT

### 4) Dependents

**Spouse/Domestic Partner:** The employee's legally wed spouse or a registered Domestic Partner are eligible. A copy of the Certificate of Marriage (legal document from the Hall of Records) and the most recent federal income tax return must be submitted to the **Participant** in order to add coverage for a spouse. In order to add a domestic partner, the employee must submit a certified copy of the Declaration of Domestic Partnership that was filed with the California Secretary of State, or other Affidavit of Domestic Partnership. It is the **Participant's** responsibility to verify eligibility of the spouse or domestic partner. **RESIG** reserves the right to request evidence of eligibility of an employee's spouse/domestic partner.

**Child/Child of Domestic Partner:** A natural child or step-child from birth to age 26; an adopted child or a child in the process of being adopted when the employee has (a) the right to control the health care of the child; or (b) assumed a legal obligation for full or partial financial responsibility for the child in anticipation of the child's adoption and a child for whom the employee has legal and physical custody/guardianship.

**Disabled Dependent:** A totally disabled dependent child, who is covered up to age 26, may remain covered after age 26 when they are unmarried and qualify as a dependent for Federal Income Tax purposes. The employee must apply within 30 days of loss of coverage. The completed and signed form must then be reviewed and approved through a Medical Review.

### 5) Approved Leave of Absence

Employees on a Leave of Absence approved by the **Member's** Board of Directors may remain covered the same as an active employee. If they continue coverage while on an approved leave of absence, they must remain enrolled in all coverage offered by the **Member** through **RESIG**. Payments for employees on an approved leave of absence should be made directly to the **Member**.

## 15. MEDICAL BENEFIT PLAN

### a. Administration and Benefits

The **Medical Benefits Plan** shall offer benefits to eligible employees and others in accordance with Section 12 of this Document and the **Plan** documents provided by the insurance provider chosen by the **Representatives** of the **Plan Participants** at a regular or special meeting of the **Board of Directors**.

### b. Plan Year

The Plan Year for the **Medical Benefits Plan** is from October 1st to September 30th of the following year.



REDWOOD EMPIRE SCHOOLS' INSURANCE GROUP

EMPLOYEE BENEFIT PROGRAM DOCUMENT

c. **Contributions**

The **Participants' Contributions** shall be determined by the insurance provider and shall be payable in accordance with the provisions described in the **Plan** documents provided by the provider.

16. **DENTAL PLAN**

a. **Administration and Benefits**

The **Dental Plan** shall offer benefits to eligible employees and others in accordance with Section 12 of this Document and as approved by the **Participants** at a **Board** meeting. The benefits shall be administered by a third-party administrator approved by the **Participants** at a **Board** meeting and contracted for the services by **RESIG**.

b. **Plan Year**

The **Plan Year** for this **Dental Plan** is from October 1st to September 30th of the following year.

c. **Actuarial Study**

Biennially, the **Executive Committee** shall contract with an independent actuary for a report that projects funding requirements of the **Dental Plan** for the following two fiscal years. The actuary shall also project liabilities outstanding at the end of the two fiscal years.

d. **Contributions**

In accordance with Section 4.a., the contribution rates will be approved by the **Board of Directors** after review of the actuarial study and the target equity policy. The rates may be increased above the independent actuary's suggested rates to meet the target equity for the **Dental Plan**.

e. **Target Equity**

Unallocated Loss Development Reserves shall be targeted at six (6%) percent of total of Ultimate Claim Projections for the previous three (3) program years.

f. **Return of Equity**

If the **Dental Plan** equity is in excess of the target equity stated in e., the **Board of Directors** may return equity from **Plan Years** in which the **Contributions** exceeded the expenses incurred in that **Plan Year**. The return of equity to the **Members** participating in that **Plan Year** shall be in proportion to each **Member's Contributions** are to the total **Contributions** for that **Plan Year**.

17. VISION PLAN

a. Administration and Benefits

The **Vision Plan** shall offer benefits to eligible employees and others in accordance with Section 12 of this Document and in accordance with the **Plan** documents provided by the insurance provider chosen by the **Representatives** of the **Plan Participants** at a regular or special meeting of the **Board of Directors**.

b. Plan Year

The **Plan Year** for this **Vision Plan** is from October 1st to September 30th of the following year.

c. Contributions

The **Participants' Contributions** shall be determined by the insurance provider and shall be payable in accordance with the provisions described in the **Plan** documents provided by the provider.

RESOLUTION NO. 200213-01

A RESOLUTION OF THE GOVERNING BOARD OF THE  
GRAVENSTEIN UNION SCHOOL DISTRICT  
AUTHORIZING THE EXECUTION OF THE  
AMENDED JOINT POWERS AGREEMENT AND BYLAWS, AND ADOPT  
SEPARATE DOCUMENTS FOR EACH PROGRAM OF THE REDWOOD  
EMPIRE SCHOOLS' INSURANCE GROUP (RESIG)

WHEREAS, the Gravenstein Union School District (District) is a public educational agency organized and existing under laws of the State of California and is a member of the Redwood Empire Schools' Insurance Group (RESIG), a joint powers authority composed of public educational agencies organized and existing under the laws of the State of California; and

WHEREAS, on December 5, 2019 the RESIG Board of Directors voted to update and amend the RESIG Joint Powers Agreement and Bylaws, and adopt separate documents for each program which can be amended by participants in the program, and copies of said are attached to this Resolution; and

WHEREAS, the District concurs in the terms of the amended RESIG Joint Powers Agreement and Bylaws, and program documents as thus adopted

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the District:

Section 1. That the District hereby concurs in the terms of the amended RESIG Joint Powers Agreement and Bylaws, and adopted program documents, by the RESIG Board of Directors on December 5, 2019;

Section 2. That the District hereby authorizes the President of its Governing Board, or his or her designee, to execute a copy of said amended Joint Powers Agreement and Bylaws, and adopted documents for each program a participant of, on behalf of the District, and to deliver the signed agreement to the Redwood Empire Schools' Insurance Group, 5760 Skylane Blvd., Suite 100, Windsor CA 95492; and

Section 3. That the Secretary of the Governing Board of the District is directed to certify a copy of this Resolution and to forward the same to the Redwood Empire Schools' Insurance Group, 5760 Skylane Blvd., Suite 100, Windsor CA 95492.

PASSED, APPROVED, AND ADOPTED this 13th day of February, 2020 by the following vote:

Board Member: Steve Schwartz                      Vote:

Board Member: Jennifer Koelemeijer              Vote:

Board Member: Patrick Lei                              Vote:

Board Member: Gregory Appling                      Vote:

Board Member: Alexander Kahn                      Vote:

AYES:                      NOES:                      ABSENT:

ATTEST:

Secretary: \_\_\_\_\_ President: \_\_\_\_\_



## Consolidated Application for Funding Categorical Aid Programs, 2020 Winter Submission

**Certification:** I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and, I agree to have the use of these funds received and/or audited according to the standards and criteria set forth in the California Department of Education's Federal Program Monitoring (FPM) Manual. Legal assurances for all the programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those, which a waiver has been obtained or requested. A copy of all waivers or requests is on the file. I certify that actual ink signatures for this page are on file.

  
Signature of authorized representative

David Reese  
Printed name of authorized representative

Superintendent  
Title

1/28/2020  
Date

**Consolidated Application**

Status: Certified  
 Saved by: Wanda Holden  
 Date: 1/27/2020 8:30 AM

**California Department of Education**  
 Gravenstein Union Elementary (49 70714 00000000)

**2019-20 School Student Counts**

The purpose of this data collection is to allow the LEA to enter school-level student data. The information entered will be used to calculate eligibility and ranking for Title I, Part A school allocations.

**CDE Program Contact:**

Rina DeRose, Federal Programs and Reporting Office, [RDeRose@cde.ca.gov](mailto:RDeRose@cde.ca.gov), 916-323-0472

Within the LEA

School ranking options

Select the highest to lowest school ranking method (Note: This selection impacts the order in which schools are displayed in the Title I, Part A School Allocations form).

FRPM

Select a low income measure

School Name	School Code	Low Grade Offered	High Grade Offered	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17
Gravenstein Community Day	6119655	K	8	1	1	1
Gravenstein Elementary	6051742	K	5	1	453	93
Gravenstein First	0126888	1	1	1	40	8
Hillcrest Middle	6051759	6	8	1	274	42

**\*\*\*Warning\*\*\***  
 The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

**California Department of Education**

Gravenstein Union Elementary (49 70714 0000000)

**Consolidated Application**

Status: Certified  
 Saved by: Wanda Holden  
 Date: 1/27/2020 8:36 AM

**2019-20 Title I, Part A School Allocations**

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

**CDE Program Contact:**

Lana Zhou, Federal Programs and Reporting Office, [lzhou@cde.ca.gov](mailto:lzhou@cde.ca.gov), 916-319-0956  
 Rina DeRose, Federal Programs and Reporting Office, [RDeRose@cde.ca.gov](mailto:RDeRose@cde.ca.gov), 916-323-0472

**LEA meets small LEA criteria.**

An LEA is defined as a small LEA if, based on the school list and the data entered in School Student Counts, the LEA meets one or both of the following:

Has enrollment total for all schools less than 1,000

if applicable, enter a Discretion Code. Use lower case only.

**Allowable Discretion Codes**

- a - Below LEA average and at or above 35% student low income
- d - Waiver for a desegregation plan on file
- e - Grandfather provision
- f - Feeder pattern

Low income measure

Ranking Schools Highest to Lowest

LEA-wide low income %

Available Title I, Part A school allocations

Available parent and family engagement reservation

FRPM  
 Within the LEA  
 18.75%  
 \$40,658  
 \$0

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	\$ Per Low Income Student	TIA School Allocation	2018-19 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
Gravenstein Community Day	6119655	1	1	1	100.00	*	*	1	281.95	281.95	\$0	\$0	281.95	

\*\*\*Warning\*\*\*  
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2019-20 Title I, Part A School Allocations

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	\$ Per Low Income Student	TIA School Allocation	2018-19 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
Gravenstein Elementary	6057742	1	453	93	20.53	*	*	2	282.35	26258.55	\$0	\$0	26258.55	
Gravenstein First	0126888	1	40	8	20.00	*	*	3	282.35	2258.80	\$0	\$0	2258.80	
Hillcrest Middle	6057759	1	274	42	15.33	*	*	4	282.35	11858.70	\$0	\$0	11858.70	

\*\*\*\*Warning\*\*\*\*

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**California Department of Education**

Gravenstein Union Elementary (49 70714 00000000)

**Consolidated Application**

Status: Certified  
 Saved by: Wanda Holden  
 Date: 1/27/2020 8:30 AM

**2019-20 Title I, Part A Notification of Authorization of Schoolwide Program**

This report provides notification to the California Department of Education of a school's eligibility and local board approval to operate under and report as Schoolwide Program.

**CDE Program Contact:**

Lana Zhou, Federal Programs and Reporting Office, [lzhou@cde.ca.gov](mailto:lzhou@cde.ca.gov), 916-319-0956  
 Rina DeRose, Federal Programs and Reporting Office, [RDeRose@cde.ca.gov](mailto:RDeRose@cde.ca.gov), 916-323-0472

School Name	School Code	Authorized SWP	Low Income %	Local Board Approval Date SWP Plan (MM/DD/YYYY)	Local Board Approval Date SWP Waiver (MM/DD/YYYY)	SIG Approval Date (MM/DD/YYYY)
Gravenstein Community Day	6119655	N				
Gravenstein Elementary	6051742	N				
Gravenstein First	0126888	N				
Hillcrest Middle	6051759	N				

601

\*\*\*Warning\*\*\*  
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**2019-20 Federal Transferability**

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and or Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Part B Alternative Uses of Funds Authority governed by FSFA Section 5211.

**Note: Funds transferred under Title V, Part B Alternative Uses of Funds Authority are not to be included on this form.**

**CDE Program Contact:**

Lisa Fassett, Standards Implementation Support Office, [lfassett@cde.ca.gov](mailto:lfassett@cde.ca.gov), 916-323-4963  
Federal Programs and Reporting Office, [TitleIV@cde.ca.gov](mailto:TitleIV@cde.ca.gov), -

**Title II, Part A Transfers**

2019-20 Title II, Part A allocation	\$7,898
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title IV, Part A	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title II, Part A funds transferred out	\$0
2019-20 Title II, Part A allocation after transfers out	\$7,898

**Title IV, Part A Transfers**

2019-20 Title IV, Part A allocation	\$10,000
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title II, Part A	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title IV, Part A funds transferred out	\$0
2019-20 Title IV, Part A allocation after transfers out	\$10,000

**\*\*\*Warning\*\*\***

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### 2019-20 Title I, Part A LEA Allocation and Reservations

To report LEA required and authorized reservations before distributing funds to schools.

**CDE Program Contact:**

Sylvia Hanna, Federal Programs and Reporting Office, [shanna@cde.ca.gov](mailto:shanna@cde.ca.gov), 916-319-0948  
Rina DeRose, Federal Programs and Reporting Office, [RDerose@cde.ca.gov](mailto:RDerose@cde.ca.gov), 916-323-0472

2019-20 Title I, Part A LEA allocation (+)	\$40,758
Transferred-in amount (+)	\$0
Nonprofit private school equitable services proportional share amount (-)	\$0
2019-20 Title I, Part A LEA available allocation	\$40,758

**Required Reservations**

Parent and family engagement (If the allocation is greater than \$500,000, then parent and family engagement equals 1% of the allocation minus the nonprofit private school equitable services proportional share amount.)	\$0
School parent and family engagement	\$0
LEA parent and family engagement	\$0
* Local neglected institutions Does the LEA have local institutions for neglected children?	No
Local neglected institutions reservation	\$0
* Local delinquent institutions Does the LEA have local institutions for delinquent children?	No
Local delinquent institutions reservation	\$0
Direct or indirect services to homeless children, regardless of their school of attendance	\$50

**Authorized Reservations**

Public school Choice transportation	\$50
Other authorized activities	\$0
2019-20 Approved indirect cost rate	4.82%
Indirect cost reservation	\$0
Administrative reservation	\$0

**Reservation Summary**

Total LEA required and authorized reservations	\$100
School parent and family engagement reservation	\$0
Amount available for Title I, Part A school allocations	\$40,658

\*\*\*Warning\*\*\*

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**2019-20 Title II, Part A LEA Allocations**

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title II, Part A Supporting Effective Instruction.

**CDE Program Contact:**

Arianna Bobadilla (Fiscal), Division Support Office, [abobadilla@cde.ca.gov](mailto:abobadilla@cde.ca.gov), 916-319-0208

Lisa Fassett (Program), Standards Implementation Support Office, [lfassett@cde.ca.gov](mailto:lfassett@cde.ca.gov), 916-323-4963

2019-20 Title II, Part A allocation	\$7,898
Transferred-in amount	\$0
Total funds transferred out of Title II, Part A	\$0
Allocation after transfers	\$7,898
Repayment of funds	\$0
2019-20 Total allocation	\$7,898
Administrative and indirect costs	\$0
Equitable services for nonprofit private schools	\$0
2019-20 Title II, Part A adjusted allocation	\$7,898

**\*\*\*Warning\*\*\***

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**2019-20 Title IV, Part A LEA Allocations**

The purpose of this data collection is to calculate the total allocation amount available to the LEA for Title IV, Part A and to report reservations.

**CDE Program Contact:**

Federal Programs and Reporting Office, [TitleIV@cde.ca.gov](mailto:TitleIV@cde.ca.gov), -

2019-20 Title IV, Part A LEA allocation	\$10,000
Transferred-in amount	\$0
Total funds transferred out of Title IV, Part A	\$0
2019-20 Title IV, Part A LEA available allocation	\$10,000
Indirect cost reservation	\$0
Administrative reservation	\$0
Equitable services for nonprofit private schools	\$0
2019-20 Title IV, Part A LEA adjusted allocation	\$10,000

\*\*\*Warning\*\*\*

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**2019-20 Consolidation of Administrative Funds**

A request by the LEA to consolidate administrative funds for specific programs.

**CDE Program Contact:**

Arturo Ambriz, Financial Accountability and Info Srv Office, [AAmbriz@cde.ca.gov](mailto:AAmbriz@cde.ca.gov), 916-323-0765

Title I, Part A Basic SACS Code 3010	No
Title I, Part C Migrant Education SACS Code 3060	No
Title I, Part D Delinquent SACS Code 3025	No
Title II, Part A Supporting Effective Instruction SACS Code 4035	No
Title III English Learner Students - 2% maximum SACS Code 4203	No
Title III Immigrant Students SACS Code 4201	No
Title IV, Part A Student Support - 2% maximum SACS Code 4127	No
Title IV, Part B 21st Century Community Learning Centers SACS Code 4124	No

**\*\*\*Warning\*\*\***

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**2017-18 Title II, Part A Fiscal Year Expenditure Report, Closeout 27 Months**

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2017 through September 30, 2019.

**CDE Program Contact:**

Maxine Wheeler, Standards Implementation Support Office, [mwheeler@cde.ca.gov](mailto:mwheeler@cde.ca.gov), 916-323-4746

Lisa Fassett, Standards Implementation Support Office, [lfassett@cde.ca.gov](mailto:lfassett@cde.ca.gov), 916-323-4963

2017-18 Title II, Part A entitlement	\$8,566
2017-18 Title II, Part A total apportionment issued	\$6,867

**Professional Development Expenditures**

Professional development for teachers	\$2,714
Professional development for administrators	\$0
All other professional development expenditures	\$0

**Recruitment, Training, and Retention Expenditures**

Recruitment activities	\$0
Training activities	\$0
Retention activities	\$0
All other recruitment, training, and retention expenditures	\$0

**Miscellaneous Expenditures**

Class size reduction	\$4,153
Administrative and indirect costs	\$0
Total funds transferred out of Title II, Part A	\$0
Equitable services for nonprofit private schools	\$0
All other allowable expenditures and encumbrances	\$0
Total expenditures and encumbrances	\$6,867
2017-18 Unspent funds	\$0
Note: CDE will invoice the LEA for the unspent 2017-18 total apportionment issued.	

\*\*\*Warning\*\*\*

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### 2018-19 Title I, Part A LEA Carryover

Report only expenditures and obligations for fiscal year 2018-19 allocation to determine funds to be carried over.

**CDE Program Contact:**

Kevin Donnelly, Federal Programs and Reporting Office, [kdonnelly@cde.ca.gov](mailto:kdonnelly@cde.ca.gov), 916-319-0942

#### Carryover Calculation

2018-19 Title I, Part A LEA allocation	\$41,217
Transferred-in amount	\$0
2018-19 Title I, Part A LEA available allocation	\$41,217
Expenditures and obligations through September 30, 2019	\$41,217
Carryover as of September 30, 2019	\$0
Carryover percent as of September 30, 2019	0.00%

**\*\*\*Warning\*\*\***

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**CERTIFICATION OF CORRECTIVE ACTION**

**2018-19 AUDIT FINDINGS AND RECOMMENDATIONS**

District Name Gravenstein Union School District  
Sonoma County, California

- 2018-19 Certification of Corrective Action is hereby filed by the Governing Board of the school district.

\_\_\_\_\_  
Clerk/Secretary of the Governing Board

February 13, 2020  
Date of Meeting

- 2018-19 Certification of Corrective Action

The Superintendent certifies that all corrective action(s) specified in the attached page(s) have been reviewed by the district's Governing Board and assures that corrective procedures have been implemented and will be used in the ensuing years.

\_\_\_\_\_  
District Superintendent

\_\_\_\_\_  
Date

For additional information \_\_\_\_\_

Contact: Wanda Holden, CBO

Phone: 707-823-7008

Submit original of the Certification of Corrective Action together with each Audit Finding Corrective Action form and corresponding documentation by **March 15, 2020** to your **SCOE Advisor** at:  
Sonoma County Office of Education  
5340 Skylane Boulevard  
Santa Rosa, CA 95403

**2018-19 AUDIT FINDING CORRECTIVE ACTION**  
*due to SCOE by March 15, 2020*

**District:** Gravenstein Union School District

**Finding Category:** 30000 Internal Control (see list at bottom of page)

**Finding Number:** 2019-001      **Page Number:** 84

<p>A. Describe below specific corrective action(s) used in resolving the audit finding.          B. Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide <u>all</u> documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.</p>	
<p>A. The District response to the finding 2019-001/30000</p> <p>The District has now established the procedure for the accounts payable clerk to highlight the dates of service on all invoices after July 1st. The invoices that are for services that were received prior to June 30th will be sorted into a separate pay batch from those that were for services provided on or after July 1st. In this way the District will avoid confusion and the CBO will be able to confirm confidently that the expenses are accounted for in the correct year.</p> <p>B. The established procedure above will ensure that all significant expenditures are recorded in the appropriate financial reporting period. This was the only item in the finding.</p>	
<p>C. Did this finding require a corrective report? <span style="float: right;">→</span></p> <p style="text-align: center;">If yes, attach a copy of an acceptable plan of correction.</p>	<p>Yes</p> <p><input checked="" type="checkbox"/> No</p>

<b>AB 3627 Finding Category Types</b>	
10000	Attendance
20000	Fixed Assets
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Program
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

Gravenstein Union School District							2020-2021 School Year Calendar		DRAFT																																																
<b>JULY 2020</b> S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>Legal/Local Holidays</b> July 3 Observe Independence Day Sep. 7 Labor Day Nov. 11 Veteran's Day Nov. 25,26,27 Thanksgiving Holiday Dec. 24,25 Christmas Eve/Day Jan. 18 Martin Luther King Jr. Day Feb. 8 Observe Lincoln's Birthday Feb. 15 President's Day May 31 Memorial Day		<b>JANUARY 2021</b> S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31																																																
<b>AUGUST 2020</b> S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>Breaks</b> Dec. 21 – Jan. 1 Winter Break March 22 – March 26 Spring Break		<b>FEBRUARY 2021</b> S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28																																																
<b>SEPTEMBER 2020</b> S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							<b>Professional Development/Parent Conference Days – No School for Students</b> Professional Development: August 17, 18 Parent Conferences: October 2		<b>MARCH 2021</b> S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31																																																
<b>OCTOBER 2020</b> S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>Beginning/End of Trimesters</b> First Day of School: August 19 Tri 1 Progress Repts. sent home: Sept. 29 End of Trimester 1: Nov. 12 Tri 1 Report Cards sent home: Nov. 23 Tri 2 Progress Repts. sent home: Jan. 12 100 <sup>th</sup> day of School: Jan. 27 End of Trimester 2: Feb. 26 Tri 2 Report Cards sent home: March 10 Tri 3 Progress Repts. sent home: April 21 Last Day of School and Tri 3 Report Cards sent home: June 4		<b>APRIL 2021</b> S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30																																																
<b>NOVEMBER 2020</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							<b>Emergency Days</b> School will be in session on these days only if Emergency Closure Days are needed earlier in the year: March 1, April 5, May 28		<b>MAY 2021</b> S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31																																																
<b>DECEMBER 2020</b> S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>Number of Instruction Days, Work Days for Certificated and Classified Staff</b> <table border="1"> <thead> <tr> <th>Months</th> <th>Instruction</th> <th>Certificated</th> </tr> </thead> <tbody> <tr><td>July</td><td>0</td><td>0</td></tr> <tr><td>August</td><td>10</td><td>12</td></tr> <tr><td>September</td><td>21</td><td>21</td></tr> <tr><td>October</td><td>21</td><td>22</td></tr> <tr><td>November</td><td>17</td><td>17</td></tr> <tr><td>December</td><td>14</td><td>14</td></tr> <tr><td>January</td><td>19</td><td>19</td></tr> <tr><td>February</td><td>18</td><td>18</td></tr> <tr><td>March</td><td>19</td><td>19</td></tr> <tr><td>April</td><td>18</td><td>18</td></tr> <tr><td>May</td><td>19</td><td>19</td></tr> <tr><td>June</td><td>4</td><td>4</td></tr> <tr><td>Total</td><td>180</td><td>183</td></tr> </tbody> </table>		Months	Instruction	Certificated	July	0	0	August	10	12	September	21	21	October	21	22	November	17	17	December	14	14	January	19	19	February	18	18	March	19	19	April	18	18	May	19	19	June	4	4	Total	180	183	<b>JUNE 2021</b> S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
Months	Instruction	Certificated																																																							
July	0	0																																																							
August	10	12																																																							
September	21	21																																																							
October	21	22																																																							
November	17	17																																																							
December	14	14																																																							
January	19	19																																																							
February	18	18																																																							
March	19	19																																																							
April	18	18																																																							
May	19	19																																																							
June	4	4																																																							
Total	180	183																																																							

Basic Assumptions for 2020-2021 Calendar Draft Construction

1. Desire to approximate West County and Santa Rosa City schedules.
2. 180 school days, 183 certificated work days
3. Monday and Tuesday of Thanksgiving week are typically school days
4. Halloween falls on a Saturday, no need to consider having November 1 be a non-school day
5. Easter is on April 4, an Emergency Day is scheduled for the next day, April 5
6. As recommended by CDE and SCOE, emergency days are built in, up to 3 days in the spring that can become school days if it becomes necessary to close school for any fall/winter days:
  - March 1 was selected to align with West County
  - West County selected two other Mondays as well; we are concerned that scheduling two more Mondays impacts Enrich! activity scheduling
  - April 5 was selected as it would add on an off day after Easter
  - May 28 was selected as it would create a 4-day Memorial Day Weekend if unused
7. Parent Conference Day is slightly earlier this year, October 2, 32 days into the school year
8. -Trimester 1 Progress Report Day is on the 30th school day, September 30
  - End of Trimester 1 is on the 60th school day, November 13
  - Trimester 1 Report Cards are to be sent home 7 days after the end of trimester, November 24
  - Trimester 2 Progress Report Day is on the 90th school day, January 13
  - The 100th day of school is January 28
  - End of Trimester 2 is on the 120th school day, March 2
  - Trimester 2 Report Cards are to be sent home 7 days after the end of the trimester, March 11
  - Trimester 3 Progress Report Day is on the 150th school day, April 21
  - Trimester 3 Reports are to be sent home on the last day of school, June 4
9. Consideration was given to a later start date, possibly first week of September, as a strategy to avoid the hot days experienced during the last few weeks of August. Based on early discussions with administration, Board Members, and GUITA Leadership, this strategy will be studied more closely this year as we observe the effectiveness of the interventions we used August/September 2019 and as we consider other possible actions to decrease classroom temperatures





# GRAVENSTEIN UNION SCHOOL DISTRICT

**Dave Rose, Superintendent**  
3840 Twig Avenue  
Sebastopol, CA 95472  
707-823-7008  
Email: drose@grav.k12.ca.us

**Board of Trustees**  
Steve Schwartz, Board President  
Gregory Appling, Board Clerk  
Alexander Kahn, Member  
Jennifer Koelemeijer, Member  
Member

February 6, 2020

Memo To: Gravenstein Union School District Board of Trustees  
From: David Rose, Superintendent  
Subject: Buy Back Days Cost Estimate

On the Board Agenda for February 13, 2020, item VI(F), is a request from administration for the Board to approve the expenditure of district funds for the purpose adding needed planning time with teachers as we craft goals and a strategic plan to support the recently adopted Vision and Mission Statements and for inclusion in our LCAP. Staff is requesting that the Board approve funding for five Buy Back days to be scheduled in June and August of 2020. Teacher attendance for these days will be voluntary; in order to support teacher attendance, we would like to operate the Beyond the Bell (BTB) Program for children of staff members. Below is a summary of anticipated costs.

Cost per day for teacher salaries, benefits, and mandatory expenses:	\$25,748.17
Cost per day for three BTB staff salaries, benefits, and mandatory expenses:	<u>\$ 2,141.68</u>
	\$27,889.85

Staff costs for five Buy Back Days:	$\$27,889.85 \times 5 =$	\$139,449.25
BTB materials, supplies, food:		\$ 500.00
Staff materials, supplies, food:		\$ 2,000.00
Presenter fees:		<u>\$ 3,000.00</u>
<b>Total:</b>		\$144,949.25

# Gravenstein Union School District

## Board Policy

### Food Service/Child Nutrition Program

BP 3550

#### Business and Noninstructional Operations

The Governing Board recognizes that adequate, nourishing food is essential to student health, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to the district's food service programs and to maximize their participation in available programs.

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

2. Meet or exceed nutrition standards specified in law and administrative regulation

(cf. 3552 - Summer Meal Program)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits

4. Be served in age-appropriate portions

5. Be available to students who meet federal eligibility criteria at no cost or at reduced prices, and to other students at reasonable prices

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3553 - Free and Reduced Price Meals)

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

(cf. 6142.8 - Comprehensive Health Education)

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

The Board desires to provide students with adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to encourage participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school facilities for cafeteria eating and food preparation.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517- Facilities Inspection)

(cf. 7110 - Facilities Master Plan)

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation process, from receiving to service.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food services program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.

(cf. 0500 - Accountability)

(cf. 3555 - Nutrition Program Compliance)

#### Legal Reference:

##### EDUCATION CODE

- 35182.5 Contracts, non-nutritious beverages
- 38080-38103 Cafeteria, establishment and use
- 45103.5 Contracts for management consulting services; restrictions
- 49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001
- 49490-49494 School breakfast and lunch programs
- 49500-49505 School meals
- 49510-49520 Nutrition
- 49530-49536 Child Nutrition Act
- 49540-49546 Child care food program
- 49547-49548.3 Comprehensive nutrition services

49550-49562 Meals for needy students  
49570 National School Lunch Act  
51795-51797 School gardens  
HEALTH AND SAFETY CODE  
113700-114437 California Retail Food Code  
CODE OF REGULATIONS, TITLE 5  
15510 Mandatory meals for needy students  
15530-15535 Nutrition education  
15550-15565 School lunch and breakfast programs  
15575-15578 Requirements for foods and beverages outside federal meal programs  
UNITED STATES CODE, TITLE 42  
1751-1769j National School Lunch Program, including:  
1758b Local wellness policy  
1761 Summer Food Service Program and Seamless Summer Feeding Option  
1769a Fresh Fruit and Vegetable Program  
1771-1793 Child nutrition, especially:  
1772 Special Milk Program  
1773 National School Breakfast Program  
CODE OF FEDERAL REGULATIONS, TITLE 7  
210.1-210.31 National School Lunch Program  
215.1-215.18 Special Milk Program  
220.2-220.22 National School Breakfast Program  
245.1-245.13 Eligibility for free and reduced-price meals and free milk

**Management Resources:**

**CSBA PUBLICATIONS**

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

School Meals Initiative Summary

Healthy Children Ready to Learn, January 2005

Professional Standards in the School Nutrition Programs, Management Bulletin SNP-17-2016, October 2016

**CALIFORNIA PROJECT LEAN PUBLICATIONS**

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

**U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS**

School Breakfast Toolkit

Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010

Food Buying Guide for Child Nutrition Programs, December 2007

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005

Dietary Guidelines for Americans, 2005



## WEB SITES

CSBA: <http://www.csba.org>  
California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>  
California Department of Public Health: <http://www.cdph.ca.gov>  
California Farm Bureau Federation: <http://www.cfbf.com>  
California Food Policy Advocates: <http://www.cfpa.net>  
California Healthy Kids Resource Center: <http://www.californiahealthykids.org>  
California Project LEAN (Leaders Encouraging Activity and Nutrition):  
<http://www.californiaprojectlean.org>  
California School Nutrition Association: <http://www.calsna.org>  
Centers for Disease Control and Prevention: <http://www.cdc.gov>  
National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>  
U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/fns>

12/19

# Gravenstein Union School District

## Administrative Regulation

### Food Service/Child Nutrition Program

AR 3550

#### Business and Noninstructional Operations

~~\*\*\*Note: The following optional administrative regulation applies to food sales through the district's food service program, including the National School Lunch Program (42 USC 1751-1769j), School Breakfast Program (42 USC 1773), and Special Milk Program (42 USC 1772). The district should select all sections below that apply to programs offered by the district.\*\*\*~~

~~\*\*\*Note: See BP/AR 3552—Summer Meal Program, AR 5148—Child Care and Development, and AR 5148.2—Before/After School Programs for nutrition requirements pertaining to those programs. For food sales outside the district's food service program (e.g., by student and adult organizations, through vending machines, or at student stores), see BP/AR 3554—Other Food Sales.\*\*\*~~

#### Nutrition Standards for School Meals

~~\*\*\*Note: Item #1 below is for use by all districts. Education Code 49550 requires all schools to provide at least one nutritionally adequate meal each school day to students who meet federal eligibility criteria for free and reduced price meals, regardless of whether the school receives reimbursements through the National School Lunch Program (42 USC 1751-1769j), School Breakfast Program (42 USC 1773), and/or State Meal Program (Education Code 49490-49494) or receives no funding support for school meals; see BP/AR 3553—Free and Reduced Price Meals. Education Code 49553 defines a "nutritionally adequate meal" as one that qualifies for reimbursement under federal child nutrition program regulations. Schools participating in the National School Lunch and/or Breakfast Program must extend meal service to all students enrolled in the school.\*\*\*~~

Meals, food items, and beverages provided through the district's food services program shall: (Education Code 49531, 49553; 42 USC 1758, 1773)

1. Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8 as applicable

~~\*\*\*Note: Item #2 below reflects an additional requirement for (1) districts participating in the National School Lunch and/or Breakfast Program which choose to apply for state reimbursements for free and reduced price meals in addition to their base reimbursement and (2) districts participating in the State Meal Program. Pursuant to Education Code 49430.7, such districts may not provide foods that are deep fried, par fried, or flash fried. Other districts may~~



~~delete or use this item at their discretion.\*\*\*~~

~~\*\*\*Note: In addition, Education Code 49430.7 requires that foods provided by such districts not contain artificial trans fat. 7 CFR 210.10 and 220.8, as amended by 77 Fed. Reg. 17, added the same requirement to the nutrition standards for the National School Lunch and Breakfast Programs applicable to all districts; thus, the prohibition against trans fat is covered by item #1 above.\*\*\*~~

2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7

- (cf. 3552 - Summer Meal Program)
- (cf. 3553 - Free and Reduced Price Meals)
- (cf. 3554 - Other Food Sales)
- (cf. 5030 - Student Wellness)
- (cf. 5141.27 - Food Allergies/Special Dietary Needs)

### Drinking Water

~~\*\*\*Note: The following section is for use by all districts. Pursuant to 42 USC 1758, schools participating in the National School Lunch Program are required to make free drinking water available for consumption at locations where meals are served during meal service. In addition, Education Code 38086 requires all California schools to make free drinking water available during school meal times. Pursuant to Education Code 38086, a district may be exempted from this requirement only if the Governing Board adopts a resolution, publicly noticed on at least two consecutive meeting agendas, demonstrating that the district is unable to comply due to fiscal constraints or health or safety concerns. Any district whose Board has adopted such a resolution should delete this section.\*\*\*~~

~~\*\*\*Note: Pursuant to Education Code 38086, schools may satisfy this requirement by, among other means, providing cups and containers of water or soliciting or receiving donated water. Recommendations on the California Department of Education's web site include providing chilled water, ensuring that all water fountains are clean and operational, and encouraging water consumption through marketing and advertising.\*\*\*~~

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

### Special Milk Program

~~\*\*\*Note: The following section is optional. The Special Milk Program (42 USC 1772; 7 CFR 215.1-215.18) is a federally funded program which assists in providing milk at reasonable prices to students in schools that do not participate in the National School Lunch or Breakfast Program. Pursuant to 7 CFR 215.1 and 215.7, districts may choose to provide milk at no charge to students~~



~~who qualify for free and reduced-price meals; see BP 3553—Free and Reduced Price Meals.\*\*\*~~

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR 215.1)

### Food Safety

~~\*\*\*Note: Pursuant to Health and Safety Code 113789, school cafeterias are among food facilities subject to the California Retail Food Code.\*\*\*~~

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

~~\*\*\*Note: The remainder of this section is for use by any district participating in the National School Lunch and/or Breakfast Program and may be used or revised by other districts at their discretion. 42 USC 1758 requires such districts to implement a food safety program applicable to any facility or part of a facility in which food is stored, prepared, or served. Pursuant to 42 USC 1758 and 7 CFR 210.13 and 220.7, the food safety program must comply with Hazard Analysis and Critical Control Point (HACCP) principles, which include establishing measures needed to prevent hazards at each stage of food production. Pursuant to 7 CFR 210.13, districts may implement either the "traditional" HACCP system or the simplified "process approach." Under the process approach, foods are grouped together according to preparation process and the same control measure is applied to all menu items within the group, rather than developing an HACCP plan for each item. These principles are described in the USDA's Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles.\*\*\*~~

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

~~\*\*\*Pursuant to 7 CFR 210.30, directors, managers, and staff in the food service program must complete annual training on specified topics, including, but not limited to, training on health and safety standards. In addition, new food service directors are required to complete at least eight hours of food safety training not more than five years prior to their starting date or within 30 days of the director's starting date. CDE Management Bulletin SNP 17-2016 encourages districts to provide food safety training to all employees who handle food, including acting, temporary, or substitute workers and volunteers. Pursuant to Health and Safety Code 113947.1, at least one employee at each food facility or site must have successfully passed an approved and accredited food safety certification examination in accordance with Health and Safety Code~~



~~113947.2 113947.3.\*\*\*~~

The Superintendent or designee shall provide ongoing staff development on food safety to food service managers and employees. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. The Superintendent or designee shall document the date, trainer, and subject of each training.

(cf. 4231 - Staff Development)

~~\*\*\*Note: The following paragraph is optional. The USDA's Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles states that districts should maintain the following types of records in order to periodically review the food safety program and, in the event of a foodborne illness, to document that reasonable care was exercised in the operation of the school's food service program.\*\*\*~~

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

#### Inspection of Food Facilities

~~\*\*\*Note: Health and Safety Code 113725-113725.3 require all food facilities in California to be inspected by the county environmental health agency in accordance with the timelines and procedures established in county regulations. The inspections cover all food service areas, including cafeterias, vending machines, and mobile food carts. Health and Safety Code 113725 specifies findings that would be considered violations, including (1) improper holding temperatures, improper cooling, or inadequate cooking of potentially hazardous foods (i.e., foods that require temperature control); (2) poor personal hygiene of food service employees; (3) contaminated equipment; and (4) food from unapproved sources.\*\*\*~~

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

~~\*\*\*Note: The following paragraph is for use by districts participating in the National School Lunch and/or Breakfast Program. Notwithstanding the requirements of county regulations, districts participating in these programs must obtain at least two safety inspections each school year.\*\*\*~~

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13,

210.15, 220.7)

(cf. 1340 - Access to District Records)  
(cf. 3580 - District Records)

(3/11 7/12) 3/16

Gravenstein Union School District  
3840 Twig Ave  
Sebastopol, CA 95472

When Recorded Return to:  
Gravenstein Union School District  
3840 Twig Ave  
Sebastopol CA, 95472

**NOTICE OF COMPLETION**

Civil Code 8182, 8184, 9204; and 9208  
Exempt from recording fees pursuant to Government Code section 23783

NOTICE IS HEREBY GIVEN that the Board of Trustees of the **Gravenstein Union School District**, owner, authorized that the following project be constructed: **Gravenstein Elementary-Solar Photovoltaic Array** ("Project"); that the general contractor for the Project is **Sunworks, Inc.** and that:

1. The date of completion of the work of the Project was: February 13th, 2020;
2. The work of improvement is located at: **3840 Twig Ave., Sebastopol, CA 95472**. The District has a fee interest in the subject property.
3. The Owner's address is **3840 Twig Avenue, Sebastopol, CA 95472**.

**Signature** \_\_\_\_\_

**Name:** Dave Rose, Superintendent

**Verification**

I, \_\_\_\_\_, state that I am a duly authorized agent of the District and I make this verification on behalf of the Governing Board. I have read the foregoing Notice of Completion and know the contents thereof. The same is true of my own knowledge, except as to those matters stated on information and belief and, as to those matters, I believe them to be true.

Executed in Sonoma County, California. I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

\_\_\_\_\_  
Authorized Agent of Owner

\_\_\_\_\_  
**Sebastopol, CA 95472**  
Date and place

**Name:** Dave Rose  
**Title:** Superintendent  
**District:** Gravenstein Union School District

GUSD Board and Staff Committees 2020

<u>Committee</u>	<u>Staff</u>	<u>Board Member(s)</u>	<u>Community Member(s)</u>	<u>Mission Statement Connection</u>	<u>LCAP Priority Area</u>	<u>Time Frame</u>
<b>Strategic Planning:</b> Creates a strategic action plan for all other committees. Uses the LCAP, Vision/Mission, enrollment projections, fiscal status, needs assessments and other data to generate work plans.	Dave, Will, Keri, Wanda	Gregory				
<b>Personnel and Negotiations:</b> Negotiations, pay-scales, performance review, professional development, review salary schedules and changes for non-certificated staff and administration.	Dave, Wanda, Will, Keri	Steve, Gregory				
Sub-committee: Negotiate with teachers, and prepare a contract by beginning of each school year. Develop two-year contracts or longer as much as possible. Consider issues that are 'opened' during multi-year contracts for additional negotiations and recommendations, staff diversity	Dave, Wanda, Will, Keri	Gregory				Ad Hoc 132
<b>Facilities Master Plan:</b> Conduct a needs assessment related to current status of infrastructure and facilities projects, identify a firm to assist in the development of a plan and projected project costs, develop a Master Plan for Board consideration.	Dave, Keri, Will, Wanda, Brian	Jennifer, Alex				Ad Hoc, Recommendations by 4/1/20
<b>Facilities/Construction:</b> Provides a review process and oversight for ongoing construction and campus beautification projects,	Dave, Brian, Wanda	Gregory				
<b>Traffic:</b> Consider options to improve traffic flow, including encouraging carpooling, or other transportation alternatives to reduce traffic. Primary focus is Gravenstein campus.	Dave, Will, Keri	Alex, Steve				Recommendations by 4/1/20



<p><b>Reserve Strategy:</b> Develop and review strategy for reserve funds, plan for ENRICH sustainability including field trip funding.</p>	<p>Dave, Wanda</p>	<p>Steve</p>			<p>Ad Hoc Recommendations by 4/1/20</p>
<p><b>Marketing:</b> Develop guiding strategies for:  1) communication with and engagement of current families,  2) recruitment of new students, and 3) support of GPA efforts for ENRICH! sustainability</p>	<p>Dave, Will, Keri</p>	<p>Jennifer</p>			
<p><b>Climate:</b> Review components of Board Resolution and create a work plan to implement resolution mandates.</p>	<p>Dave, Will, Keri</p>	<p>Patrick</p>			
<p><b>LCAP:</b> Develop an understanding of the LCAP purpose and process, develop LCAP goals and the supports necessary to achieve effective implementation of the strategies in the LCAP, encourage and participate in the ongoing engagement of stakeholders, build an understanding of data to inform board discussions and actions related to the LCAP, serve as key communicators and advocates with stakeholders about LCAP strategies and outcomes, continuously monitor and evaluate progress of LCAP strategies.</p>	<p>Dave, Will, Keri, Wanda</p>	<p>Gregory</p>		<p>133</p>	
<p><b>Governance:</b> Consider changes to Board Policies recommended by Board members, Administration or CSBA, review legal updates for adherence to current policy/recommend policy updates.</p>	<p>Dave, Wanda, Keri, Will</p>	<p>Alex, Jen</p>			
<p><b>Spanish Program:</b> Review options for improving Spanish learning including through support from native Spanish speakers in the campus community.</p>	<p>Dave, Keri, Will, Kim, Patty H.</p>	<p>Steve</p>			<p>Ad Hoc</p>
<p><b>DELAC:</b> Development of a district master plan for education programs and services, conduct a district needs assessment on a school-by-school basis, establish district</p>	<p>Dave, Keri, Will</p>	<p>Gregory</p>			

<p>program, goals, and objectives for programs and services, development of a plan to ensure compliance with teacher and/or teacher aide requirements, review and comment on the school district reclassification procedures, review and comment on the written notifications required to be sent to parents and guardians, review and comment on the development or annual update of the LCAP.</p>	<p>Dave, Will, Keri, Wanda</p>	<p>Gregory</p>					
<p><b>Title I:</b> Plan and conduct an annual Title I Parent Meeting to share the schools' Title I program, adopt a method to provide parents with timely information about their child's progress, research and suggest parent/family engagement activities, suggest professional development opportunities, support programs to reach parents and family members at home, disseminate best practices and information on parent and family engagement, facilitate Title I parent involvement in the school's planning and evaluation of the Title I program, budget, and the LCAP, advise on the development, implementation, and evaluation of effective supplemental programs/services that meet the needs of Title I students.</p>							<p>134</p>
<p><b>Other items listed by Board Members at the retreat:</b> String Program, Aftercare Program improvement, better field trip transportation</p>							
<p>Committees will follow relevant Board Policies and Administrative Regulations. When not in conflict with those formal rules, general guidance for all committees is: Focus on actions that require, or benefit from, careful consideration of detailed options or informal discussion including stakeholders. Facilitate clear discussion of options, with recommendations from among these for full GUSD Board. Consider goals of Board before conducting committee level work when appropriate. Consider all District stakeholders to the degree possible</p>							

<p>when developing recommendations. Budget impacts of recommendations should be as clear as possible for full Board to evaluate. Committee membership will be revised or reconfirmed at Annual Organizing Meeting.</p>						
<p><b><u>Staff Committees</u></b></p>						
<p><b>GATE:</b> Draft and adopt an equitable and comprehensive identification procedure that reflects the district's definition of giftedness and its relationship to current state criteria. Create a written statement of philosophy, goals, services and programs.</p>	<p>Dave, Will, Keri</p>					
<p><b>Site Council:</b> Annually develop and approve the Single Plan for Student Achievement (SPSA, reviewed annually and updated, including proposed expenditure of funds allocated to the school through the ConApp and the local control and accountability plan (LCAP), review and revise School Safety Plans, develop site level parent involvement policy, advise the district on the district level parent involvement policy, participate in the development of the LCAP.</p>	<p>Will, Keri</p>					<p>135</p>
<p><b>Curriculum Development and Student Monitoring:</b> Consider curriculum, testing, homework, in light of District tradition of excellence, community and technological developments. Review formal student monitoring reports. Review implementation of STEAM, quantity and quality of foreign language offerings</p>	<p>Dave, Will, Keri</p>					
<p><b>Teacher Classroom and Budget Requests:</b> Review proposals that come from teachers for funding requests below \$1,000 and make recommendations. Provide guidelines for submission. Guidelines include suggestions of when to seek external funding sources first.</p>	<p>Dave, Keri, Wanda, Will</p>					



<p><b>Wellness Committee:</b> Draft a Local School Wellness Policy (LSWP) for all schools that includes: measurable goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness (such as Mindfulness, disaster response, social-emotional learning, campus climate, peer mentoring, playground equipment, length and frequency of recesses), nutrition guidelines for all foods and beverages sold or made available on school campus during the school day, policies for food and beverage marketing, requirements that stakeholders be provided opportunities to participate in the development, implementation, and periodic review and update of the wellness policy, a plan for measuring effectiveness that is measured triennially and made available to the public, annual notification informing and updating the public (parents, students, and others in the community) about the content and implementation of the LSWP, designation of one or more LEA officials or school officials by position or title, to ensure that each school complies with the LSWP, school garden activities, viability of a breakfast program</p>	<p><b>Technology Master Plan:</b> Draft, endorse, and review strategic technology plans, coordinate Tech Plan with other plans/committee, provide input on utilization of institutional financial resources for technology, work with the IT management to establish institutional priorities and update the strategic plan regularly, review and endorse technology annual budgets, develop and endorse technology policies review and endorse major technology projects/initiatives, provide input on business requirements for technology initiatives, review and provide feedback on major technology decisions/projects, provide oversight responsibility for the user-related aspects of major technology projects – including user involvement in requirements, roll-out planning, acceptance testing and service level agreements, be informed of the status on</p>	<p>136</p>
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major projects and major project changes, communicate technology issues that should be addressed to IT management and administration, support technology management with administration.

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